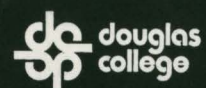


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DOUGLAS COLLEGE
C · A · L · E · N · D · A · R

1990-91



location

New Westminster

New Westminster Campus: Royal Avenue and 8th Street, New Westminster

MAILING ADDRESS: (All locations)
Douglas College
P.O. Box 2503
New Westminster, B.C.
V3L 5B2

GENERAL ENQUIRIES (604) 527-5400
FAX (604) 527-5095
TTY/TDD (604) 527-5450

STUDENT SERVICES (604) 527-5486
Academic Advice
Counselling
Student Finance and Placement
Women's Centre

OFFICE OF THE REGISTRAR (604) 527-5478
(Credit Courses)
Admission and Application
Scheduling Information
Student Records and Registration

COMMUNITY PROGRAMS AND SERVICES (604) 527-5473
(Non-credit continuing education)
Registration by phone (credit card only) (604) 527-5472

Maple Ridge

Maple Ridge Centre (122nd Site): 21911 - 122nd Avenue, Maple Ridge, B.C. V2X 3X2

GENERAL ENQUIRIES (604) 467-6811
FAX: (604) 463-5437

NOTE: All inquiries of the Maple Ridge Centre are to be directed to the 122nd Site.

Maple Ridge (Dewdney Site): 22610 Dewdney Trunk Road, Maple Ridge, B.C. V2X 3J9

GENERAL ENQUIRIES (604) 467-3788

This calendar is published for informational purposes only and does not constitute a contract between the College and the student. The College expressly reserves the right for any reason to change the content and cost of any course or program and to re-schedule, suspend or terminate any course or program without liability for any resulting loss or damage.

a letter of introduction

Welcome to Douglas College. The College exists solely to serve you - whether you are young or old, full-time or part-time, engaged in a formal program or a community-based program.

In the past eight years, Douglas College has become a sizeable institution - second only to Vancouver Community College in the provincial college system. Despite this rapid growth (to over 7,000 students in credit programs this year), it remains a place that cares a great deal about you and your progress. This attitude is a reflection of the dedication and professionalism of the staff and faculty who serve you.

Happily, this year, you will have the benefit of a considerably expanded main campus in New Westminster, which will ease some of the problems of overcrowding and timetabling that have afflicted the College in the past few years. In addition, this year will see the introduction of a new automated library system, which will make life easier for you as a student, while leaving Douglas College in the forefront in community college libraries in this Province.

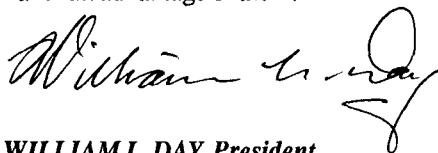
The College is also proud of the quality of its student services, whether they be in the form of preparatory and tutorial programs, counselling and academic advisement, financial aid, services to women, or co-operative education.

All of these services can make a big difference to your success at Douglas College, and to your future.

College faculty and staff will provide you with high quality instruction and assistance in learning. The physical environment is attractive, and the quality of equipment and facilities is good to excellent.

These resources are the product of twenty years of hard work and steady improvement in curriculum, instruction and facilities. You can use them with confidence.

Take full advantage of them.



WILLIAM L. DAY, President



The calendar is produced annually by the Public Information Office and the Registrar's Office.

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 Swee Sim Tan

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college philosophy

Douglas College believes that:

1. Education is significant in improving social and economic status, fostering independence, and increasing potential for achievement in life. It is also a means by which individuals, educational groups, and society as a whole can be enriched and grow toward optimum human potential.

2. Lifelong learning opportunities are an important requirement to enable the individual to function in a constantly changing world.

3. Educational opportunities must be accessible to all, including those who might lack ready access to other post-secondary institutions. Educational activities must take into account widely differing abilities, levels of knowledge and skills, and learning styles. Therefore:

- ❖ The College must organize its affairs so that limitations bearing upon the individual, such as geographical, economic and handicapping conditions which create physical, mental and emotional limitations, can be wholly or partially overcome.

- ❖ Curricula must be varied, flexible and segmented sufficiently to allow the diverse application of similar subject matter.

- ❖ Guidance, counselling and learning support services must be made available to students.

4. Educational opportunities must be comprehensive. Therefore, commitment to any one program or field of learning activity must be limited.

5. In providing learning opportunities, the College is one of a complex of institutions, and must coordinate its offerings with those of other institutions and agencies.

6. Education should be responsive to changing needs and therefore, curricula should be continually reviewed and as necessary, revised.

7. Education should be part of a democratic process and therefore, representatives of all sectors of the College community—students, faculty and staff—should be involved in the College governance system.

college goals

The goals of Douglas College are:

1. To provide, within the resources available, a wide range of full-time and part-time organized learning opportunities of excellent quality, primarily at the post-secondary level.

2. To recognize the needs of students with a wide diversity of age, background, experience, interests and special needs, and:

- ❖ Assist in developing social awareness and conscience.

- ❖ Prepare students to pursue, with success, studies at other post-secondary institutions, or careers in business, industry, or professional fields.

- ❖ Provide a broad, general education that will develop the students capacities and creative talents that enable them to grow as human beings and good citizens of their community in aesthetic and/or applied pursuits.

- ❖ Provide an opportunity for people who are employed, or have been in the work force, to upgrade their skills.

- ❖ Offer both credit and non-credit patterns of learning.

- ❖ Maintain an atmosphere in which a spirit of inquiry, learning, personal challenge, and a commitment to excellence can flourish.

3. To serve and maintain an appropriate balance between:

- ❖ the College's defined region and its constituent communities; and

- ❖ residents of the province as a whole by providing programs of provincial significance under the direction of the Ministry of Education.

4. To provide, through its curriculum and facilities, opportunities for the College to be a major community centre for academic, occupational, athletic, cultural and social activities.

5. To lessen the dependence of students upon the College as an institution and encourage the development of a society of self-teachers as the ultimate goal of organized learning.

how to use the college calendar

At Douglas College, two separate publications give students information they need before they start classes.

The first of these, the College Calendar, describes all programs and courses offered at Douglas College. It is important to note that not all courses described are available every semester. The College Calendar and the Schedule of Classes also provides information on admission and registration policies and procedures, important deadline dates, transfer information to other institutions and details on financial aid.

The College Calendar is divided into four sections:

- ❖ General Information
- ❖ Program Descriptions
- ❖ Discipline and Course Descriptions
- ❖ Faculty, Administration, Staff and College Board

The second publication is the Schedule of Classes which is printed prior to the start of each semester. The schedule provides details on all the courses offered during the upcoming semester. The Schedule of Classes is available from the Office of the Registrar at least one month prior to the commencement of the semester.

It is the student's responsibility to be aware of all policies, procedures and deadline dates which are in effect during their attendance at Douglas College. Students are encouraged to become familiar with the information provided in the College Calendar to ensure the courses chosen are appropriate for the diploma or certificate they have selected.

student responsibility

It is the students' responsibility to be aware of **POLICIES, PROCEDURES and DEADLINES** which are in effect at Douglas College. This information is printed in this calendar, in the semester class schedule, and in other publications. Questions regarding these matters may be directed to the Office of the Registrar or the Student Services Centre.

It is also the students' responsibility to attend classes regularly, to keep work up to date, and to complete assignments as required. Final grades are based largely on complete assignments, tests and class participation.

faculty responsibility

Faculty members are available for consultation during posted office hours or by arrangement. They help in every way possible to make the educational experience a successful one.

important dates to remember

1990-1991

Class start and end dates may differ for students enrolled in closed programs. Please confirm dates with the appropriate program office.

Any changes in the Proposed Calendar of Events will be announced in Inside Douglas College, Semester Class Schedules and other appropriate publications.

SUMMER SEMESTER 1990

(MAY - AUGUST)(LIMITED COURSE OFFERINGS)

Withdrawal and refund deadline dates only apply to courses that are 14 weeks in length (a regular semester). Other course refunds may be pro-rated. Some courses of less than 14 weeks are not eligible for any refund.

May 7	Registration - Summer Semester
May 8	Most classes begin Late registration begins Late fees assessed
May 11	Last day to receive an 80% refund for any course withdrawal
May 18	Last day to late register, or add a course or to drop a course without receiving a "W" on record (subsequent withdrawals receive a grade of "W") Last day to change from credit to audit status in a course
May 21	College closed - Victoria Day
May 25	Last day to receive a 50% refund for any course withdrawal Last Day to receive any refund
June 1	Recommended deadline for applications for open enrollment programs. New students are assigned a registration time according to their date of application. Applications received after this date will be processed for the Fall Semester but will receive a late registration time Deadline to apply for Bursaries administered through Douglas College
June 7	Spring Graduation
June 18-22	Mid-semester - students may obtain mid-semester standing from instructors during this week in order to make decisions about dropping courses by the deadline below.
July 2	College closed
July 13	Last day to challenge a course Last day to drop a course or completely withdraw from the College. (Students will receive a "W" on permanent record)

Aug 6	College closed - B.C. Day
Aug 10	Last day of classes
Aug 13-17	Examination Period
Aug 15	Fall Semester applications after this date must be submitted in-person with all required supporting documents. Students admitted after this date receive a later registration appointment.
Aug 17	Grades due for classes without final exam
Aug 24	Grades due for classes with final exam Last day to apply in-person for the Fall Semester

FALL SEMESTER 1990 (SEPTEMBER - DECEMBER)

Advance registration and payment of fees will occur for selected programs. Applicants will be advised of details. Withdrawal and refund deadline dates only apply to courses that are 14 weeks in length (a regular semester). Other course refunds may be prorated. Some courses of less than 14 weeks are not eligible for any refund.

Aug 28-30	Registration - Fall Semester
Aug 31	Office of the Registrar closed
Sept 3	College closed - Labor Day
Sept 4	All classes begin Late registration begins Late fees assessed Course change period begins
Sept 11	Last day to receive 80% refund for any course withdrawal
Sept 14	Last day to late register, to add a course or drop a course without receiving a "W" on record (subsequent withdrawals receive a grade of "W") Last day to change from credit to audit status in a course Last day to apply for Winter Graduation (January)
Sept 21	Last day to receive a 50% refund for any course withdrawal Last day to receive any refund
Oct 1	Deadline to apply for closed-enrollment career programs for the Spring Semester
Oct 8	College closed - Thanksgiving Day
Oct 12	Deadline to apply for Scholarships and Bursaries administered through Douglas College for Fall Semester Deadline for nominations for George Wooton Scholarship Award (refer to Student Finance for details)
Oct 15-19	Mid-semester - students may obtain mid-semester standing from instructors during this week in order to make decision about dropping courses by the deadline below.

Nov 1	Recommended Deadline for receiving applications, for open enrollment programs, for the Spring Semester. Applications received after this date will be considered but will receive a late registration appointment.
Nov 9	Last day to drop a course or completely withdraw from the College. (Students will receive a "W" on permanent record) Last day to challenge a course
Nov 12	College closed
Nov 15	Interim transcript grade forms due in the Registrar's Office
Dec 10	Last day of classes
Dec 11-18	Examination Period
Dec 15	Spring Semester applications after this date must be submitted in-person with all required supporting documents. Students admitted after this date receive a later registration appointment.
Dec 17	Grades due for classes without final exams
Dec 24	College closed
Dec 25	College closed - Christmas Day
Dec 26	College closed - Boxing Day
Dec 28	Grades due for classes with final exams
Dec 31	College closed

SPRING SEMESTER 1991 (JANUARY - APRIL)

Advance registration and payment of fees will occur for selected programs. Applicants will be advised of details. Withdrawal and refund deadline dates only apply to courses that are 14 weeks in length (a regular semester). Other course refunds may be prorated. Some courses of less than 14 weeks are not eligible for any refund.

Jan 1	College closed - New Year's Day
Jan 4	Last day to apply in-person for Spring Semester
Jan 8-10	Registration - Spring Semester
Jan 11	Office of the Registrar closed
Jan 14	All classes begin Late registration begins - late fees assessed Course change period begins
Jan 17	Winter Graduation
Jan 18	Last day to receive an 80% refund for any course withdrawal
Jan 25	Last day to late register, to add a course or to drop a course without receiving a "W" on record (subsequent withdrawals receive a grade of "W") Last day to change from credit to audit status in a course
Jan 28	First day for submission of applications for students currently registered in Grade 12 who will graduate in JUNE 1991.

Feb 1	Last day to receive a 50% refund for any course withdrawal Last day to receive any refund Deadline to apply for closed-enrollment career programs for Summer Semester Last day to apply for Summer Graduation (June) Deadline to apply for Scholarships and Bursaries administered through Douglas College for Spring Semester	May 20	College closed - Victoria Day
Feb 21-22	Spring Break - Classes cancelled	May 24	Last day to receive a 50% refund for any course withdrawal Last day to receive any refund
Feb 25-Mar 1	Mid-semester - students may obtain mid-semester standing from instructors during this week in order to make decisions about dropping courses by the deadline below.	June 1	Recommended deadline for receiving applications for open enrollment programs for the Fall Semester. Applications received after this date will be processed but will receive a late registration appointment. Deadline to apply for Bursaries administered through Douglas College
Mar 15	Interim transcript grade forms due in College Registrar's Office	June 20	Summer Graduation
Mar 22	Last day to drop a course or completely withdraw from the College (Students will receive a "W" on permanent record) Last day to challenge a course	June 17-21	Mid-semester - students may obtain mid-semester standing from instructors during this week in order to make decisions about dropping courses by the deadline below.
Mar 29	College closed - Good Friday	July 1	College closed
Apr 1	College closed - Easter Monday	July 12	Last day to challenge a course Last day to drop a course or completely withdraw from College (students will receive a "W" on permanent record)
Apr 2	Deadline to apply for closed-enrollment career programs for the Fall Semester 1991.	Aug 5	College closed - B.C. Day
Apr 15	Summer Semester applications after this date must be submitted in-person with all required supporting documents. Students admitted after this date receive a later registration appointment.	Aug 9	Last day of classes
Apr 19	Last day of classes	Aug 12-16	Examination Period
Apr 22-29	Examination Period	Aug 15	Fall Semester applications after this date must be submitted in-person with all required supporting documents. Students admitted after this date receive a later registration appointment.
Apr 26	Grades due for classes without a final exam	Aug 16	Grades due for classes without final exams
May 6	Grades due for classes with a final exam	Aug 23	Grades due for classes with final exams Last day to apply in-person for Fall Semester
		Aug 27-29	Registration - Fall Semester
		Aug 30	Office of the Registrar closed

SUMMER SEMESTER 1991 (MAY - AUGUST)

Withdrawal and refund deadline dates only apply to courses that are 14 weeks in length (a regular semester). Other course refunds may be pro-rated. Some courses of less than 14 weeks are not eligible for any refund.

May 2	Registration - Summer Semester
May 6	All classes begin Late registration begins Late fees assessed
May 10	Last day to receive an 80% refund for any course withdrawal
May 17	Last day to late register, to add a course or to drop a course without receiving a "W" on record (subsequent withdrawals receive a grade of "W") Last day to change from credit to audit status in a course

❖ General Information ❖



1

divisions

Douglas College is a large institution that offers courses in many fields and provides services to students and the community. In order to assist the college to function smoothly these activities have been divided among five divisions. They are the Academic, Administrative, Applied Programs, Community Programs and Services, and Educational and Student Services Divisions.

academic division

The Academic Division includes several programs which allow students to complete the first two years (60 semester credits) of university studies. Students may fulfil the program requirements on a full-time or part-time basis.

Students do not have to complete a program before transferring to university, but they must successfully complete program requirements before receiving a Douglas College Diploma.

These programs are directed and taught by excellent instructors, and they have been designed in consultation with the three B.C. universities. Transfer credit has been arranged for most courses.

Five Diploma programs prepare students for transfer to Simon Fraser University, the University of British Columbia, the University of Victoria, or universities outside B.C. They are the Associate in Arts, the Associate in Commerce and Business Administration, the Associate in Criminology, the Associate in Science, and the Diploma in General Studies.

The Diploma in General Studies combines university transfer and non-transferable courses and is usually taken by students who intend to complete their post-secondary education at Douglas College.

A Certificate in Academic Studies is offered for students who wish to transfer to a university after one year (30 semester credits).

administrative division

The Administrative Division consists of the Financial Services, the Personnel, the Facilities Services, and the Systems and Computing departments. This division manages the finances, staffing, facilities, bookstore and printing for the College.

applied programs

Douglas College has a good reputation for Applied Programs in Nursing, Social Services and Allied Health, Commerce and Business Administration programs.

Students who enrol in Applied Programs often receive practical experience in community agencies and businesses throughout the Lower Mainland. They also receive excellent instruction, which combines practice and theory.

Local business and professional people sit on advisory committees for all Applied Programs. These committees ensure the programs meet the needs of an ever changing market. As a result graduates are very successful in finding employment.

Several of these programs allow students to transfer to university for further education and training.

community programs & services division

The Community Programs and Services Division provides non-credit education for professional development, as well as special or general interests.

In response to community needs, short-term and part-time courses as well as some longer term instruction are provided.

These courses are designed to be convenient to adults who have limited time available.

Sports, Social Services, Business, Music, Languages, Health and Lifestyles, CPR, and Criminology are a few of the subject areas offered.

educational & student services division

The Educational and Student Services Division consists of the Office of the Registrar, the Learning Resources Department, the Student Services and Developmental Education Department, the Public Information Office, the Office of Institutional Research and Development, and Athletics and Intramurals.

The Office of the Registrar handles registration, admissions, academic regulations, records and timetabling.

The Learning Resources Department is responsible for the Library, Audio-Visual Services, Instructional Media Services, and the College's participation in Distance Education.

The Student Services and Developmental Education Department administers a wide range of counselling, financial aid and placement services, in addition to a number of developmental and upgrading academic programs.

The Public Information Office is responsible for College communication, including the College Calendar

and brochures, the Inside newsletter, media releases, and college promotion and advertising.

The Office of Institutional Research and Development is responsible for all institutional research, program evaluation and institutional planning.

The Athletics and Intramurals unit coordinates the College's involvement in inter-college athletics and a variety of in-house recreational activities.

admissions

To be able to attend Douglas College in either open or closed enrollment programs there are two processes which students must complete.

They are:

1. application for admission, and
2. registration for courses.

Open Enrollment Programs

(Programs such as General Studies, Criminology, University Transfer, etc.)

1. The courses in open enrollment programs are filled on a first-come, first served basis according to the registration appointment time. Because the registration time is assigned according to the date of application, early application for admission is strongly advised.
2. Students receive registration instructions by mail.
3. Admission to these programs does not guarantee course selection.

Closed Enrollment Programs

(Programs such as Nursing, Early Childhood Education, Chairside Dental Assisting, etc. which can accommodate only a limited number of students).

1. Some closed enrollment programs have special admission requirements that must be successfully met before an applicant is admitted to the College. Information regarding the special requirements is available from the Douglas College Calendar, Student Services or the Office of the Registrar.
2. Applicants who meet both the general and special admission requirements are admitted to the closed enrollment programs according to their date of application. Spaces for these students are reserved and must be confirmed by payment of fees at the time of admission, usually 2-3 months prior to the commencement of classes. If a student does not pay fees within the specified deadline, the space will be offered to another applicant.
3. A student who is eligible for admission to a closed enrollment program but is not selected because of a later

application date, will automatically be considered for the next intake of the program.

4. Students admitted to closed enrollment programs also receive registration instructions by mail. Closed enrollment programs accommodate only a limited number of students. Therefore, all applicants may not be admitted to the semester of their choice.

admission requirements

General

Students are eligible for admission to the college if they meet at least ONE of the following criteria:

- *have completed B.C. secondary school graduation in any program or have completed the equivalent in another school system, OR
- *lack one course for B.C. secondary school graduation or the equivalent in another school system, OR
- *are 19 years of age or older on the first day of the current semester, OR
- *are at least 17 years of age on the first day of the current semester and have not been enrolled at a school for at least one year, OR
- *are a special needs student and have completed a certificate or equivalent from a special program and have been in school for 12 years.

* Refer to Mature Students

Note: Students who do not meet one of the above requirements may apply for admission as a 'special student'. Students are urged to discuss their situation with the Registrar and/or a counsellor.

Mature Students

Douglas College is committed to adult students, whether full-time or part-time. Students who are 19 or older on the first day of the current semester, or 17 years of age and not having been enrolled in a school for at least one year and not having completed B.C. secondary school graduation (or its equivalent from another school system) may qualify for admission to Douglas College.

The College tries to provide courses suited to students' backgrounds and goals. Depending on education and experience, students may be advised to take preparatory courses before being admitted. These courses may be offered by the local School District or the College itself. Students should consult with an academic advisor in order to arrange an appropriate program of study.

Note: Applicants for Mature Student Admission are required to submit official transcripts of their previous education.

International Students

International students with varying educational backgrounds and goals may apply to many but not all

Douglas College programs. International applicants must meet the general College Admission Requirements listed previously AND demonstrate English proficiency by means of a Test of English as a Second Language (TOEFL) score. Applicants must request that their TOEFL score reports be sent directly to Douglas College from the testing headquarters in Princeton, New Jersey, USA.

When writing the TOEFL applicants must be sure to include the Douglas College Institutional Code 9568. Douglas College will only accept the official TOEFL score reports directly from TOEFL Headquarters. Douglas College will not accept the student's copy of the TOEFL score.

If the applicants' TOEFL score is 550 or better they may apply for admission to programs in the Applied or Academic Divisions. Applicants with lower TOEFL scores may be accepted into English as a Second Language (ESL) courses only.

Please refer to Section 1, "How to Apply," for further information. Applications are not processed until all documents are received.

The deadline for international applications is:

April 30 - Fall Semester (September)

August 31 - Spring Semester (January)

December 31 - Summer Semester (May)

International Fee Structure

International students are required to submit a non-refundable application fee. For the International Fee Structure see Section 1, page 17.

International Students/Budget

It is recommended that international students budget \$700.00 to \$1,000.00 per month for a living allowance. Transportation costs approximately \$70.00 per month if the public transit system is used. Medical insurance is mandatory and costs approximately \$35.00 per month.

International Students/Housing

Douglas College does not have on-campus student housing. All students are required to find their own accommodation. The Student Society has an updated list of off-campus accommodation. It is also possible for the Centre for International Education to arrange a "host family" before arrival in Canada.

Prerequisites/Assessment Testing

A number of disciplines require assessment testing or verification that course prerequisites have been met. Students intending to enrol in English, Communications and Modern Languages programs should contact the respective department well in advance of registration for assessment. Students enrolling in these courses and/or Biology, Chemistry and Mathematics should also bring a copy of their transcript to registration to verify course prerequisites. Students intending to take Office Administration courses with a typing prerequisite must supply proof of the required typing speed. Transcripts on file in the Registrar's Office cannot be photocopied. For further information please consult individual course descriptions or an academic advisor in Student Services.

Medical Examination

A medical examination is not required for admission to most programs at the College. Students who have a medical condition they feel the College should know of should provide this information to the Registrar's Office.

A medical examination is required, however, for a number of College programs. Students are notified during the application process if an examination by a physician is required.

Note: Any student with a medical condition, disability, or other special need that may be of concern while at Douglas College should contact the Co-ordinator of Adult Special Education for information on services that are available to meet special needs. This contact may be made at any time a special need arises but early contact is desirable. Contact the Student Services Centre at 527-5486 for an appointment.

how to apply

a) Obtain an Application for Admission Form for each program you wish to apply to. Forms may be picked up at the Registrar's Office at Royal Avenue and 8th Street located in New Westminster, or the Maple Ridge Campus located at 21911 - 122nd Avenue in Maple Ridge. Forms may be requested by mail from either campus:
New Westminster: Douglas College, Office of the Registrar, PO Box 2503, New Westminster, BC, V3L 5B2 (604) 527-5478 or **Maple Ridge:** Douglas College, 21911 122nd Avenue, Maple Ridge, V2X 3X2 (604) 467-6911

Complete the Application for Admission Form(s) and return it to either address above with the application fee and transcripts.

Application Fee

A non-refundable application fee must be submitted with the Application for Admission form. Applications received without the \$15.00 fee will be returned. Please do not send cash in the mail. This fee is charged once only. Therefore, applicants applying for more than one program pay only one application fee. International students are required to submit a non-refundable \$100.00 application fee. (See also International Student Information)

b) The application must be accompanied by official transcripts from secondary schools and any institutions of higher education attended. All transcripts and other documents filed in support of student applications become the property of the College and are not returned or photocopied. Original documents which are irreplaceable should not be sent; certified copies of originals are accepted, except for General Nursing, Psychiatric Nursing and Visual Language Interpreter applicants. Candidates for these programs must submit official transcripts. Photocopies will not be accepted. Confirmation of admission status is not given until all required documents are submitted.

Transcript Information

An official transcript is one that has been issued by the educational institution offering the program or course or a central agency operating on their behalf. Photocopies are not acceptable. Transcripts must be authentic and official, otherwise the information is not secure. Most official transcripts will bear an official stamp or signature for authentication purposes.

How to Obtain a Transcript

B.C. Secondary School

For university or academic-technical programs up to and including 1973, contact the Ministry of Education, Data Systems Administration Branch, Parliament Buildings, Victoria, B.C. V8V 2M4

For non-academic programs up to 1973 and for all programs in 1974 or later contact the school or school district.

Other Provinces and Countries - Secondary School

Contact the school or appropriate central agency. If in doubt, contact the appropriate school district authority for advice.

Post-Secondary

Contact the Office of the Registrar of the institution. Depending on the agency or institution's transcript policy, there may be a fee assessed for issuing transcripts.

when to apply

Apply early. Applications are processed on a first-come, first-served basis.

The following closed enrollment programs have different application deadlines. Please consult the program section (2) of this calendar for individual application deadlines and additional admission requirements:

Arts Management
Child and Youth Care Counsellor
Community Social Service Worker
Community Support Worker
(formerly Human Service Worker)
Computer Information Systems
Dental Auxilliary
Early Childhood Education
Health Information Technology
Home Support Worker
Long Term Care Aide
Music
Musical Instrument Repair
Nursing (General)
Nursing (Psychiatric)
Stagecraft Technology
Theatre
Therapeutic Recreation
Visual Language Interpreter

Acceptance of Application

Official notification of acceptance is issued by the Office of the Registrar. A 'Permit to Register' form or 'Letter of Admission' is mailed to all students prior to registration. This letter/permit confirms eligibility to register for courses or informs of unfulfilled admission requirements.

transfer credit

From another institution

Students who have attended a recognized post-secondary institution or undertaken special training in a career area may be eligible upon request to receive some advance credit toward a Douglas College diploma or certificate. Students who receive transfer credit require a reduced number of semester credits at Douglas College to qualify for a certificate or diploma.

Students may transfer a maximum of 50 percent of the credits required for a Douglas College diploma, certificate or citation. Transfer credits are entered on a student's permanent record.

To receive transfer credit, students must request assessment of proposed transfer credits and submit official transcripts. A detailed course description may also be required before credit can be evaluated.

Detailed course descriptions are required for credit evaluation of courses taken outside of B.C. Institutions.

To another institution

Students planning to transfer to another post-secondary institution must consult the calendar and transfer guide of the receiving institution regarding transferability of Douglas College courses.

Although an articulation agreement exists between the publicly funded BC post-secondary institutions, many variables affect the transferability of courses. The receiving institution may evaluate your courses, and calculate your grade point average in accordance with its own policies and procedures.

It is the students responsibility to consult an academic advisor or the calendar and transfer guide of the receiving institution for program planning.

Students who intend to pursue studies with any professional organizations are encouraged to contact the relevant organization for current transfer information. Students planning to transfer from Douglas College to a university should consult with the university registrar's office about the transfer of credits. Credits transferred to and accepted by Douglas College are not necessarily transferable to other post-secondary institutions.

Advance Placement

Douglas College recognizes that many students should be granted formal recognition for knowledge and skills already acquired. Such students may receive advance placement, which permits them to omit some introductory or prerequisite courses. They must, however, still complete the total number of semester credits required for a certificate or diploma, but the total number of optional credit hours of instruction is increased.

The decision to grant advance placement rests primarily with the teaching department. Application may be made directly to the Registrar, who refers it to the department concerned.

The chairperson and one faculty member from the department evaluate each applicant's knowledge and skills and then notify the Registrar whether the student is eligible to receive advance placement.

Note: For further information contact the Office of the Registrar.

Challenge Credit

Douglas College students may obtain credit by challenging a course. This means undertaking written and/or oral examinations and other types of evaluation on the content of a specific course.

Students may not challenge courses they have pre-

viously audited or registered in. Students must be registered for the semester in which the challenge application is made.

Students must make a formal application to challenge a course within the first eight weeks of classes in any semester. The challenge form is available from the Office of the Registrar. Students must indicate how the required knowledge and skills were acquired.

Applications are referred to the department chairperson/director, who determines eligibility. If the application is disallowed, it is returned with an appropriate explanation; if it is allowed, the student must pay a fee of \$30 to the Registrar's Office prior to writing the examination.

The examination and evaluation procedures are set by the chairperson/director (or designate) and a faculty member or members teaching the subject. They are responsible for the final assessment.

Students challenging a course are examined by more than one faculty member from the appropriate department. Examinations may be in the form of written work, tape recording, video tape, or movie film. Examination results are filed by the department for permanent reference.

If a mark of 'C' or above is obtained, the Registrar is notified and the mark and credits are entered on the student's College transcript. Students who are registered in a university-transfer program should check with the university whether 'challenge credit' is acceptable for transfer purposes. If a mark of 'C' or above is not obtained, the Registrar is informed, but the grade is not entered on the student's College transcript.

Normally, students may challenge a maximum of three semester credits in any one semester. A total of 6 semester credits may be challenged for any one-year certificate program, and 12 semester credits for any two-year diploma program. In some career programs, the maximum of 12 semester credits may be challenged in one semester.

registration

Students must complete all admission procedures before they are permitted to register for courses. It is recommended that this be done no later than 3 months in advance of registration. After students have submitted their complete Application for Admission or Re-admission to the Office of the Registrar they will receive either a Permit to Register or a Letter of Acceptance. If registration information is not sent with the Permit to Register or with the Letter of Acceptance, it will be mailed separately, prior to registration.

New students who do not register for any courses in their first semester of attendance, do not keep their student number and must reapply to the college.

Douglas College has two distinct ways to register for courses. One registration process is for the Open Enrollment programs, the other is for the Closed Enrollment programs. Details regarding the registration process is explained either in the Letter of Acceptance or in the Registration Instructions. Students who have satisfactorily completed the previous semester at Douglas College automatically receive registration information. Students who do not receive this information should contact the Office of the Registrar at 527-5478 before registration.

Note: The Schedule of Classes which lists the days and times each course is offered, can be obtained from the Registrar's Office starting four weeks before registration. Students who do not satisfactorily complete a semester at Douglas College may be placed on Scholastic probation or be asked to withdraw. See section on Scholastic probation.

College staff assist in helping students register for the courses in which they are interested. Students who plan to transfer to another institution after attendance at Douglas College should refer to the previous section on transfer credit. Planning should be done well in advance of registration. Contact the Student Services Centre for assistance at 527-5486.

Note: Academic Advisors are available to help plan course selection. Please contact the Student Services Centre at 527-5486.

Ultimate responsibility for the accuracy and completeness of course timetables and of registration rests with the student. Students cannot receive credit for a course in which they are not properly registered.

Late Registration

Students may register late for courses, if space is available, for 2 weeks after classes have started. A \$10 per course late registration fee is charged.

registration information

Attendance/Non-Attendance

Unless the student establishes legitimate reason for absence, students who fail to attend the first two classes of a course may have their seats in that course given to other students regardless of previous permission to register. It is the student's responsibility to contact the instructor and to establish legitimate reasons for absence in order to secure a seat in the class.

Non-attendance, by itself, does not constitute withdrawal. Students are considered fully registered

until an authorized Change in Course Form is submitted to the Office of the Registrar. The Change in Course Form is available from the Office of the Registrar.

Note: If withdrawal or course drop procedures are not completed, the grade of UN (unofficial withdrawal) is recorded. A UN grade counts as zero in the grade point average.

Auditing a Course

Auditing a course requires normal application, registration, and fee payment. The notation 'Audit' is placed on student permanent records, beside each course audited, if classes are attended regularly. Poor attendance results in the grade of 'W'. Usually, auditing students are not required to complete assignments, tests or examinations.

Those who register as Audit students may elect to change to credit status; but they must make the change during the first two weeks of classes. Those who register as credit students and wish to change to audit status must also make the change by the end of the second week of classes.

Change of Address

Please notify the Office of the Registrar of any change of address in writing so that correspondence and grades may be mailed without unnecessary delay. Changes in the telephone numbers and names of persons to contact in emergencies should also be updated.

Course Changes

Students are required to complete a Change in Course form, which is available from the Office of the Registrar, for any change in registration. Completed forms must be given to the Office of the Registrar, with a fee of \$5 per form, by the stated deadline. As well, the late registration fee applies to registration changes that are authorized but not paid for before the deadline.

Note: Refer to 'Important Dates to Remember' at the front of the Calendar for exact deadlines.

Section Changes

Douglas College offers many courses at several different times during the week so that students find it easier to fit all their courses into their schedules without conflicts. The different times that a course is offered are called sections.

A section change is processed as a course add and a course drop that occur at the same time. When a section is changed, however, the dropped section is always deleted from the permanent student record. A transaction fee is charged for course changes.

Course Adds, Drops and Withdrawals

Deadline dates for courses that are less than 14 weeks in length are pro-rated.

Students may add courses during the first two weeks of the semester only. Those wishing to add a course must obtain an instructor's or departmental signature.

A course dropped during the first two weeks of the semester is deleted from a student's permanent record. The instructor's signature is required to drop a course.

Courses that are officially dropped during the third to the tenth week of the semester are recorded on a student's permanent record with a grade of 'W'. Course drops are not permitted after the tenth week.

Complete Withdrawal

Students who, after registering, decide to withdraw from all courses must fill out a Change in Course Form from the Office of the Registrar. Complete withdrawal from all courses is permitted during the first ten weeks of classes in the semester. Fees are refunded according to refund regulations and only if withdrawal procedures are followed. The Student Activity/Library card must be turned in at the time of complete withdrawal. Clearance must also be obtained from the Library.

Note: Please refer to the important dates to remember for the exact deadlines for course adds, drops, and withdrawals. The deadline date for complete withdrawal is pro-rated for courses that are less than 14 weeks.

Course Load, Approval for Overload

A normal course load for a full-time student is 15 semester credits. Some programs, however, may require more than a normal course load. Students not enrolled in such a program and wishing to take a course overload (i.e. more than 15 credits in one semester) must first obtain permission from the Registrar. Normally, a grade point average of 3.0 (B) or better is required before permission to carry extra courses is granted.

Guided Study Courses

Douglas College, under the conditions and procedures listed below, makes available to students an alternative to regular classroom instruction. The alternative allows completion of courses by independent study, under the guidance of a College faculty member.

Guided Study Policies (See Note)

1. A guided study course is approved under very special circumstances. These circumstances do NOT include instruction by correspondence or payment of less than the

regular course fee.

2. Only courses listed in the College calendar may be adapted for guided study. Students must register for a course in the calendar, and the goals and objectives of the course must remain unchanged.

3. Appropriate courses for Guided Study are those at the second year level for which there is low demand or low enrollment. Courses in readings, research, work experience, or field studies are NOT offered on a Guided Study basis. Further, courses that depend primarily on student/instructor interaction are NOT offered for guided study.

4. Students should apply for the Guided Study Contract at the office of the Department Director/Chairperson. They should complete both the contract form and a registration form, attach cash or a cheque for the course fee and student fee, and request approval by the Department Director/Chairperson.

5. A Douglas College instructor must be willing and available to participate with the particular student before the contract is approved.

6. The student, the instructor, and the Department Director/Chairperson must meet to examine the Contract Form to ensure **that all parties are aware of its nature and implications**. The course outline is attached to the contract, and as part of the contract, the instructor and the student must agree on the variations from the regular course outline.

7. Guided Study programs are normally open only to students who have completed at least 12 semester hours of credit or two semesters at Douglas College. Variations from this must be approved by the Appeals Committee.

8. If students do not complete the contract, an 'F' grade (failure) is awarded. An Incomplete 'I' grade is awarded only with the approval of the appropriate Department Director. Successful completion of the course results in one of the regular College passing grades being awarded.

9. Because of the particular fee payment arrangements for the instructor's services, **No refund is possible** after the course has begun.

10. If students are registered for other courses during the current semester, the additional Guided Study course(s) must not cause the student to exceed the normal permitted academic load, and the additional Guided Study courses must be added to the student's records using a Change in Registration Form.

Note: For the benefit of students, the above information is provided by the Office of the Registrar. Anyone requiring information on the full policy and procedure should consult with the Department Director/Chairperson or the Registrar.

Repetition of Courses

Students may register for the same course a maximum of three times. 'Register', in this context, means 'enrol as a credit or audit student'.

A student who withdraws is considered to have 'registered' if the withdrawal occurs after the course change period at the beginning of a semester (i.e. within the period where a 'W' grade is assigned). The policy applies to all cases of registration, whether or not the course is successfully completed.

Students may appeal to the Registrar for special consideration or exemption from this policy.

Student Projects for Credit

Students may obtain College credit for completion of a project of their own choosing, subject to the Curriculum Committee's approval. Interested students should contact faculty to discuss preparation of a submission to the Committee. Credit for such projects is given on an individual basis.

regular fee structure

Unless otherwise authorized, fees are payable in full upon registration. Students who are sponsored through an agency are required to produce a letter upon registration which details of the fees to be paid by that agency.

Douglas College calculates tuition and student fees on a per credit hour basis. A detailed up-to-date fee schedule is included in both the registration instructions and schedule of classes which are available each semester. Credit courses and audit status courses are calculated at the same rate. International student fees are assessed based on a separate fee structure (Refer to the international student brochure). Senior citizens do not pay fees (65 and over with verification).

Total fees per semester are calculated as follows:
\$/per credit hour x # of credit hours + the Student Society, Other Press and building fees.

One three credit course taken in 1989 cost \$100. The total tuition, Student Society, Other Press and building fee for 15 credits was \$437 per semester in 1989.

Regular tuition fee	\$27/credit hour (under review for 1990)
Audit tuition fee	\$27/credit hour (under review for 1990)

Student Society fee Calculated on the total number of credit hours per semester	
Other Press fee	\$4 per semester 1990/91
Building fee	\$9 per semester 1990/91

The regular tuition fee for 1989 was \$27.00 per credit hour. The fees are currently under review for the 1990/91 academic year. In addition to the tuition fee, students must also pay a student society fee which ranges from \$8 to \$21 according to the total number of credits taken per semester, an Other Press fee and a building fee.

Student Society Fees

Student Society fees must be paid by all students except seniors citizens. In addition to the Student Society and Other Press fees, a \$9.00 building fee will be charged at registration. This fee will go towards the new Student Union Building Project.

The Student Society is funded primarily by membership fees and is dedicated to serving the interests of the students that it represents. The Student Society are members of the Canadian Federation of Students, a national student advocacy group representing over 500,000 students.

exceptions to the regular fee structure

Self-Paced Fee Structure

\$103 = Full time fee per month
(Tuition = \$95 Student Society = \$5 Other Press = \$1 Building Fee = \$2)
\$53.50 = Part time fee per month
(Tuition = \$47.50 Student Society = \$3 Other Press = \$1 Building fee = \$2)

*Under review

Home Support Worker Program

Per Step: \$37.50 + (2.50 + 9.00 Student Society and 4.00 Other Press Fees)
TOTAL: \$53.00 per step

*Under review

International Student Fee Structure

International students are assessed fees at \$165.00 per credit plus the Student Society, Student Building and Other Press fees.

other fees

Challenge fee	\$30
Late registration fee	
-all students per course	\$10
Course Change (adds, drops & withdrawals)	
per form	\$5

Application fee	\$15
International Application fee	\$100
Transcript fee - first copy	\$.3
Each additional copy ordered at same time	\$.1
College Calendar	
pick up	\$.1
mail out (Canada & U.S.A.)	\$.3
mail out (overseas)	\$10
Re-instatement fee	\$25
Late payment fee	\$25
N.S.F. cheques	\$10

Note: In certain courses students may be required to pay equipment fees and are so advised at registration.

refunds

Tuition Fees

Refunds are calculated from the day the withdrawal form is received in the Registrar's Office. Tuition fee refunds are based on the number of semester credits from which a student withdraws.

Refund Schedule (Partial or Complete)

Time of Withdrawal	% Refund
1st week of instruction to the end of 1st week	80%
2nd week of instruction to the end of 3rd week	50%
4th week to end of term	no refund
This schedule applies to courses of 14 weeks in length (a regular semester). Other courses may be pro-rated. Some courses of less than 14 weeks are not eligible for any refund.	

Refunds may not be processed or evaluated until six weeks after the beginning of the semester; this allows time for file processing and for all changes in registration to be received. Student Society, Building Fee, 'Other Press' and late registration fees are not refunded. For complete withdrawal, regardless of the number of courses in which the student is registered, the minimum amount withheld is \$10. For partial withdrawal (i.e. not from all courses) the minimum amount refunded is \$5. For further information, contact the Office of the Registrar. For enquiries concerning refunds please contact the Accounting department.

Tuition Fee Payment & Refunds for Closed Enrollment Programs

Payment

Fees for closed-enrollment career programs must be

paid as indicated in the letter of acceptance.

Refund

The scale of refunds for closed enrollment career programs depends upon the specific program and entry date. Details are stated in the letter of acceptance.

general information

Appeals, Petitions & Formal Complaints

The College provides two formal procedures for students to seek resolutions of disagreements. They are the appeals and the complaints procedures. They differ in purpose and process. With both, students must try to resolve their concerns informally prior to seeking redress through the formal process. It is advisable for students to consult with a College counsellor for assistance and guidance.

Appeals Committee

The Appeals Committee consists of five members. They are the Registrar (chairperson and non-voting), one student, one faculty member, one administrator (voting members), and one counsellor (non-voting).

Appeals and Petitions

Appeals and petitions are mechanisms by which students may seek exemption from College policies and decisions: e.g. to request a change in grade, to appeal decisions made by College employees, to request a waiver of admission requirements, etc. Appeals and petitions must be made on Petition Forms available in the Office of the Registrar. Copies may be forwarded by the Registrar to the Appeals Committee.

The following is the recommended appeals procedure:

1. Consult with a College counsellor for guidance.
2. Students are expected to attempt an informal means of resolution first (this process can be discussed with the counsellor). Informal resolution involves discussing the concern with the instructor, department chairperson, or the director concerned.
3. The formal procedure can be followed if the informal process is unsuccessful.
4. The formal process requires the student to submit the appeal request on the Petition Form along with any relevant documents to the Registrar. The Registrar forwards copies to the other parties concerned and to the Appeals Committee.
5. The Registrar informs the student of the time and place of the appeal. The student must be present. A counsellor may accompany the student if so desired. In ad-

judicating an appeal involving a faculty member, the faculty member and the Director/Chairperson of the department are required to attend the meeting.

6. The committee considers the appeal and the student is notified of the decision, by the Registrar.

7. An appeal to change a grade must be submitted no later than the last day of classes of the semester following issuance of the grade.

8. In cases involving a change of grade, the appeal may be referred to a Faculty Committee to re-evaluate the grade. The committee's decision is referred to the Appeals Committee for ratification.

Complaints

The Complaint Procedure should be used in matters of misconduct, incompetence, discrimination, and verbal or sexual harassment, etc. on the part of a faculty member. Students should consult with a College counsellor for assistance and guidance.

Students should attempt to resolve complaints informally first. If a reasonable effort to resolve the complaint informally is unsuccessful, the formal procedure may be followed.

The formal process results in the formation of an Examining/Investigating Committee that reviews the complaint. The student may be requested to present the complaint and relevant documents in the presence of the employee concerned. The student may request the company of a counsellor at this hearing.

The committee recommends action to the appropriate College authority. Depending upon the action recommended, the student may be requested to present the complaint to other College committees or officials. Again the services of a College counsellor are available to the student for assistance and support.

When a student has a complaint regarding a support staff member or an administrator, the student should consult with a College counsellor for assistance and guidance.

Semester Credits

The standard unit of credit represents a minimum of one hour of instruction per week for a semester. Most college-level courses carry three semester credits, although many require more than three hours of classroom and laboratory work, seminars, etc.

Semester System

The calendar year is divided into three academic terms (semesters) of approximately 15 weeks. Each semester is a unit with its own registration and final examinations.

In many programs, students may enter at the beginning of any semester and attend one, two, or three semesters, as they wish, within a calendar year. However, few courses are offered at Douglas College during the summer session.

Semester I -

Semester II -

Semester III -

Spring: January to April or May

Summer: varied lengths, usually May to August

Fall: September to December

Non-semestered Programs - Full and Part-time

Continuous Intake - Self Paced

Some programs operate on a system of monthly intakes. Students in these programs progress at their own rate until their own and the program's objectives are met. An example of such a program is Basic Occupational Education and Developmental Studies at the Maple Ridge Campus.

Fixed Length - Non-semestered

Some programs have a fixed commencement and completion date and operate in a similar fashion to semestered programs. However, the length of the program, commencement and completion dates, and other events do not correspond to the regular semester dates and deadlines. Examples of these programs are Child Care Counsellor and Musical Instrument Repair Technician.

Full-Time Students

The College considers students registered for at least 12 credits to be full-time.

Note: A student must be enrolled in at least 9 credits to qualify for an education deduction certificate (T2202) for income tax purposes.

Other agencies may define full-time enrollment in terms of number of hours or a different number of credits. Students should understand the definition being used by such agencies. For example, Totem Conference defines full-time as being registered for at least 9 credits. Some other sources of financial assistance require a minimum of 15 credits.

Note: For information on current policies and procedures consult the Financial Aid Office.

Part-time Students

Students who register for fewer than 12 credits per semester are considered part-time students.

Student Identification Cards

Each student is issued a student card at registration. This card is identification for the library and must be presented at all Student Society sponsored activities. In

the event of loss, notify the Student Society business office immediately. A charge of \$2.00 is made for a replacement.

Returning students must bring their cards with them at the time of registration and have them validated for the current semester.

grading

The following grading system applies in evaluating course work for courses taken in the Fall 1986 or later.

GRADE	GRADE POINTS	DEFINITION
A+	4.33	Outstanding Achievement
A	4.00	
A-	3.67	
B+	3.33	
B	3.00	Good Achievement
B-	2.67	
C+	2.33	
C	2.00	Satisfactory Achievement
C-	1.67	
P	1.00	Marginal Achievement: course requirements successfully completed. This grade does not permit students to pursue another course for which this graded course was a prerequisite.
F	0.00	Unsatisfactory Achievement.
UN	0.00	Unofficial Withdrawal.
W	Not calculated	Withdrawn before official deadline.
I	Not calculated	Incomplete. Course requirements to be completed within a specific time period by arrangement with the instructor and division.
CIP	Not calculated	Course in Progress.
MAS	Not calculated	Mastery. Student has met and mastered a clearly defined body of skills and performances to required standards.
EXP	Not calculated	Experience. Student has participated at the required level in course activities.
NCG	Not calculated	No Credit Granted. Student has not met the required standard for the course and/or has not participated to the required level in course activities.
DEF	Not calculated	Deferred. The course duration does not correspond to semester duration.
ADV	Not calculated	Advanced Credit. Credit granted for an equivalent course completed at another recognized educational institution.
ANC	Not Calculated	Anecdotal. Student has been unable to meet all course requirements due to disabling condition, such as illness. This grade gives course credit.
AUD	Not Calculated	Audit. Student attended. Auditors are not evaluated. Poor attendance results in a grade of W.

Note: An asterisk (*) indicates Challenge Credit. e.g. *B indicates the grade of 'B' was achieved by means of a challenge examination.

evaluation policy

The final grade in a course should include at least five separate evaluations. This could be any combination of tests, examinations, or assignments. It may include things such as seminar participation and attendance, if these are included in the course outline. Students who enroll in co-operative education programs or in courses which include a practicum, preceptorship, or field experience must accept that evaluations may also be carried out, in part, by persons who are not instructors at the College.

Each student has the right to demand, from an instructor, an assessment at mid-term. The purpose of this assessment is to give students a rational basis on which to determine whether or not they should withdraw from the course, redouble their efforts, or carry on as usual. In order to give a mid-term assessment, the instructor must provide some basis for the assessment other than a subjective analysis of the student's ability. Thus, at least two assignments or tests should be given and graded prior to the day the mid-term assessment is due.

Grades may be reduced for an assignment which is turned in late, with the reduction being proportional to the degree of lateness.

An instructor may give a grade of zero for an assignment turned in after the answers have been provided. Instructors make their students aware, in writing, at the beginning of the semester, of their policies concerning deduction of grades for lateness.

Instructors follow existing divisional, departmental, or discipline guidelines.

Instructors may ask students to deliver assignments to them personally. Some unfortunate experiences have occurred in the past; assignments have been taken and copied by less-than-honest students.

If the method and place of delivery have not been specified, a student may use reasonable judgment in delivering the assignment to the instructor's home, to the instructor's mail box at the College, or to the care of the departmental secretary of the teaching area involved.

No more than 30% of the final grade, in any course, should be based on the final examination or on any single assignment or test within that course.

The purpose is to get away from total dependence on a final examination. This guideline is also intended to discourage cramming, since no one test or assignment can affect the grade significantly.

No test valued at more than 10% may be given in the two weeks prior to exam week.

A period is set aside at the end of each semester for each course that has a final examination. This ensures that stu-

dents do not have conflicts because of examinations that take more than the two hours normally allocated to each class. The exam schedule is posted and the students have an opportunity to deal with time conflicts. Holding final examinations in the weeks prior to the final exam week would be detrimental because it would create conflicts which would cause students to miss other classes in order to study for or take the 'final exam'.

Note: The College assumes good faith on the part of students and accepts without question statements that a student submitted an assignment at a specific time, place, and date.

Acts of plagiarism result in the withholding of credit for the assignment in question. Plagiarism is the presentation of the ideas of others as one's own. At best, plagiarism is an affront to good scholarship; at worst, it is deliberate theft.

grade point average

Students' Grade Point Averages (GPA) are reported on all transcripts of marks. The 'Term GPA' is the sum of the grade points earned in a semester divided by the number of credits taken in that semester. The 'Cumulative GPA' is the sum of the grade points earned in all semesters divided by the total number of credits taken.

Calculation of Grade Point Average

1. For each course taken the grade point value of the mark is multiplied by the credit value of that course.
2. The total number of grade points is divided by the total number of credits to obtain the GPA.
3. The GPA is calculated only on courses taken for credit.
4. A course or grade may not be deleted from the permanent record. However, if the student repeats a course, only the highest grade is used in the calculation for total grade point average.

Note: Students who intend to transfer to another educational institution must realize that another institution may re-compute the grade point average in accordance with its own policies.

transfer of gpa & advance credit

Transfer students should obtain information on the grading policies used at the institution to which they intend to transfer. Each institution has its own policy with respect to the method used to calculate the grade point average when a failed course is repeated or when a course is repeated for higher standing. Other institutions do not necessarily include only the better grade in grade point average calculations.

Similarly, transfer students should also make themselves familiar with the policies and procedures of receiving institutions regarding the transfer of 'W', 'UN', and

'F' grades and the effect on the grade point average calculation used for admission of transfer students.

Advanced credit awarded by Douglas College is also reviewed by the receiving institution and some changes may be made according to the policy and procedure of the receiving institution.

experience grading system

Some courses offered by the College provide an appropriate learning environment, but only the students can assess and decide how much value the course has been. Such courses demand student participation, and if students participate credit is granted. Because of the nature of this marking system, credits earned in this type of course are not used in calculating grade point average.

'I' (incomplete) grade

The 'I' grade allows students to defer course deadlines. It assists responsible students to carry out their commitments; it is not intended to encourage students to procrastinate. It is reasonable, therefore, to expect it to be infrequently used. The withdrawal procedure is far more realistic for many students. Guidelines used are: **Any 'I' mark is subject to review by the department chairperson/director whose signature is required on the contract. Student applications for 'I' grades should be received no later than the deadline for application for complete withdrawal.**

The following criteria are used by instructors in deciding whether to agree to a contract:

1. Previous work in the course should have been at a reasonably satisfactory level,
- 2.a) The student has been prevented from completing requirements by some unusual circumstance, such as beginning a project which turns out to be more time-consuming than anticipated, *or*
- b) An emergency situation such as illness or accident has prevented the student from completing one or more of the course requirements.
- c) Students who receive an 'I' grade are allowed to re-register in the subsequent semester only after an examination of their course load and 'I' contract by a Counsellor and/or the Registrar at registration. Thus, students must bring their 'I' contract to registration along with their statement of marks.
- d) Most students are expected to complete their 'I' contracts within two to four weeks after they are made.
- e) There is no limit to the number of 'I' grades that a student may carry.

mastery grading system

Some courses are designated by the College as 'Mastery' courses. These courses demand a clearly defined high standard of performance. The student must demonstrate complete mastery of all knowledge and/or performance requirements. Because of their nature, they are not included in calculating the grade point average.

scholastic probation

Upon registering, students make a commitment to complete a program of courses in that particular semester. Because there is a considerable demand for admission, students whose Grade Point Average over 12 credits is 1.50 or below are placed on scholastic probation. Academic performance is reviewed upon completion of a further minimum of 12 credits. Students whose Grade Point Average (GPA) is again below 1.50 are required to withdraw from the College for at least one semester.

Students who are required to withdraw must apply for re-admission. Application for re-admission requires a personal interview with the Registrar. Students having difficulty with their studies are encouraged to see a counsellor.

statement of grades

Students receive a statement of grades, by mail, as soon as possible after the end of each semester.

Note: All obligations relating to fees, library books, rentals or borrowed equipment must be met before any statement of grades, transcript, or diploma is released. Errors or omissions on the statement of grades (or transcript) should be reported immediately to the Office of the Registrar.

transcripts

interim transcripts

Students transferring to other institutions and requiring a transcript of grades before final grades have been issued can request an interim transcript by using forms available in the Office of the Registrar. Those students should obtain an interim grade form for each course and, during the term, have the instructor(s) complete, sign, and return them to the Office of the Registrar. Then, those students should complete a transcript request form and submit it and the transcript fee to the Office of the Registrar.

At the end of the semester, a transcript request must again be made in order to have an official final transcript sent. Students are charged for both interim and final transcripts.

official transcripts of educational record

At the end of each semester, students receive a statement of the grades obtained in courses taken in that semester.

A transcript is a summary of courses and grades for all semesters for which a student has registered.

Official transcripts, which bear the official signature and college seal, must be requested by using a transcript request form. Application for transcripts should be made in writing through the Office of the Registrar at least one week before they are required. There is a charge for this service (see Fee Schedule). Pictured identification is required when picking up the transcripts.

Since student records are confidential, an official transcript is issued only upon the student's written request. No transcript is issued until satisfactory arrangements have been made with the college regarding outstanding debts, library books, and college equipment.

graduation requirements

A formal application for graduation must be made before the specified deadline. Graduation application forms are available at the Office of The Registrar.

Note: Refer to 'Important Dates to Remember' in the front of this calendar for the exact deadlines.

Before graduating, students must complete the required course work for a particular College diploma, certificate or citation program.

Douglas College Diploma

Students must complete a minimum of 60 credits, 20 courses, and where applicable, specific program requirements.

Note: See the program section of the calendar for details of diploma program requirements.

Douglas College Certificate

Students must complete a minimum of 30 credits, 10 courses, and where applicable, specific program requirements.

Note: See the program section of the calendar for details of certificate program requirements.

Douglas College Citation

Students must complete a minimum of 12 credits, 4 courses, and where applicable, specific program requirements.

Note: See the program section of the calendar for details of citation program requirements.

services and facilities

academic advising (rm 2700)

Academic advisors provide:

- ❖ Course and program information
- ❖ Assistance with course selection
- ❖ Career information
- ❖ Assistance in the Career Resource Centre

Prospective (New) Students

Prospective (new) students who require assistance with course and program planning must attend a Group Advising Session. Sessions are free; pre-registration is not necessary.

Note: The schedule is available from the Student Services receptionist. As well, it is posted at the main entrance to Room 2700 and can be obtained by phoning Student Services at 527-5400 or 527-5486.

Limited appointments are available at the Maple Ridge Campus as well.

Registered (Returning) Students

Individual appointments with an academic advisor are available for returning students who require assistance with course and program planning. Appointments may be booked with the Student Services receptionist.

Group Advising Sessions

Group Advising Sessions are for prospective (new) students who require an academic advisor's assistance with course and program planning. They are offered on a regular basis for the following programs.

Career

Business Management (Accounting, Marketing and General Business), Child and Youth Care Counsellor, Community Social Service Worker, Community Support Worker, Computer Information Systems, Criminology, Dental Auxiliary I and II, Early Childhood Education (Basic), Home Support Worker Training, Health Information Systems, Long Term Care Aide, Music, Nursing: Access I, Nursing: General (R.N.), Nursing: Psychiatric (R.P.N.), Office Administration, Stagecraft, Therapeutic Recreation, Visual Language Interpreter Training.

Developmental Education

College Preparation, Developmental Studies, General Studies, Grade 12 Equivalency.

University Transfer

Arts, Commerce and Business Administration, Criminology, Education, Music, Physical Education, Science, Social Work, Theatre.

athletics

Douglas College provides students with one of the best gymnasium facilities in the Lower Mainland. A double gymnasium, conditioning room, combatants room, and weight room are available either on a drop-in basis or as part of organized club activities.

Clubs that use these facilities are organized through the Sports Institute and have qualified instructors. Presently in operation are the judo, karate, aikido, boxing and fencing clubs. Intramural activities take place every Thursday, between 12:00-2:00 p.m. in the gymnasium. Students participate in co-ed volleyball, indoor soccer, floor hockey, and fun games. Prizes are awarded at the end of the semester.

Douglas College is a member of the British Columbia College Athletic Association (BCCAA), which represents colleges in British Columbia. The B.C.C.A.A. is one of seven provincial associations across Canada which make up the Canadian Colleges Athletic Association (CCAA).

Douglas College's participation in the B.C.C.A.A. offers students an opportunity for national competition in men's and women's basketball, men's and women's volleyball, badminton, curling, ice hockey, golf, men's soccer, and wrestling.

Note: For further information contact the Athletic Coordinator at 527-5400.

bookstore

The bookstore is located at the New Westminster campus. It supplies all textbooks and accepts special orders for books and other materials. It also maintains a collection of reference books, paperbacks, calculators, briefcases, school supplies, stationery, and College T-shirts.

career information

The following Douglas College resources are available to assist students with choosing a career or occupation:

- Human Development courses including:
 - HUD 142 - Career Explorations**
 - HUD 144 - Career and Lifestyle Planning**
 - HUD 145 - Job Search Skills**
- Counsellors
- Career Resource Centre in Room 2760
- Centre for Enterprise Development
- Community Programs and Service non-credit courses
- Library
- Women's centre

Career Resource Centre

The Career Resource Centre contains a variety of educational and occupational information including:

- audio and video tapes,
- Canadian college and university calendars,
- course outlines for Douglas College courses,
- educational directories,
- employment trends,
- job search strategies,
- occupational and career profiles,
- volunteer opportunities.

Assistance in the Career Resource Centre is available by appointment only. Phone 527-5486 and ask for an academic advisor.

counselling (rm. 2700)

The counsellors at Douglas College are professionals trained to provide a variety of counselling services. Appointments are available at the New Westminster campus between 9:00 a.m. and 4:30 p.m. (527-5486). Some evening appointments are available as well. A limited number of appointments are available at the Maple Ridge campus and can be arranged by calling 467-6811. The counselling services are described below.

Career Counselling

Career counselling is a very important part of the counselling service. In addition to individual counselling, this service is provided in small classes which are taught by professional counsellors. Several classes are offered each semester. Consult the course description section of the calendar for further information.

Personal Counselling

Personal counselling is provided to individual students on a short term or ongoing basis. Students may make appointments by calling 527-5486 or arranging them with the student services receptionist. A given number of appointments are reserved each week to accommodate students in a crisis or emergency situation. Special times (referred to as intake) are reserved for short consultations (10-15 minutes) most days.

Students are advised to consult with a counsellor when experiencing academic difficulties. They are also advised to see a counsellor when considering filing an appeal or formal complaint (see the general information section of the calendar for further information).

Workshops

Each semester the counsellors offer a series of non-credit workshops which are designed to promote personal growth and development. Examples of the kinds of topics addressed are:

- Stress and/or Time Management
- Survival Tips for College Success

- Test and/or Performance Anxiety
- Building Self Esteem and Confidence
- Procrastination
- Assertiveness
- Interpersonal Relationships

Credit Courses

Credit courses designed to promote personal growth and development are described in the course description section of the calendar under the heading Human Development. Career planning courses (HUD142 and 144) are shorter in length (seven or ten weeks). Other courses are a semester long and are focused on personal growth (HUD100) and interpersonal and helping relationships (HUD152 and 252).

Community Programs

In conjunction with the Community Programs and Services Division of the college, the counselling department offers non-credit courses and services under the heading "Centre for Personal and Family Development." They are designed to promote personal growth; to meet the current needs of the community; to help individuals cope with demands of a changing and complex society; and to promote family life and development. Examples are:

- Making Career Decisions
- Dealing with Shyness
- Children Are Non-Divorceable
- Job Search Skills

disabled student services

Students with disabilities are encouraged to contact the Disabled Student Services office to discuss issues related to adapting and integrating into the College.

Special Services - Room 2790

Tel: (527-5115) (TTY 527-5450)

Individualized support services may include:

- assistance with registration and admission procedures;
- information on ramps, washrooms facilities, parking, and general accessibility;
- support in adapting to the college environment;
- referral to other college and community services; formal and informal assessments to identify learning strengths and needs;
- assistance in completing regular course requirements: direct tutoring for course work, study skills and compensatory strategies, exam preparation;
- assistance with reading, writing, note taking, and library research;
- talking books: taped versions of textbooks;
- alternate ways of taking exams, lecture notes, and completing assignments;
- interpreting services.

parking

Special parking stalls are reserved for disabled people on P1 and P2. Students using these spaces must have a disabled driver's logo and must register their car with Physical Plant or D.S.S. office. The Handi Dart drop-off point is located on the Royal Avenue driveway.

equipment

The college has several special items:

- visualtek
- brailier
- variable speed 4 track tape recorder
- braille dictionary
- computer with large print, personal speech
- system, braille printer
- looped theatre
- reading machine
- talking calculator
- spell checker
- stationary rowing machine
- F.M. systems

housing

Douglas is primarily a commuter college for students in the four school districts it serves, therefore no residences are maintained.

Note: For information on off-campus listings please call the Student Society Business Manager at 527-5110.

library

Library Hours

During Fall and Spring semesters:

Monday to Thursday	0745-2200
Friday	0745-1630
Saturday	0900-1700
Sunday	closed

Other times of the year:

Monday to Friday	0830-1630
Sat. & Sun.	closed

Audio Visual Hours

During Fall and Spring semesters:

Monday to Thursday	0745-2030
Friday	0745-1630
Saturday	0900-1700
Sunday	closed

Other times of the year:

Monday to Friday	0830-1630
Sat. & Sun.	closed

Loan Periods

Books, pamphlets and maps - two weeks.
Reference books, magazines, newspapers and government documents - use in library only.
Reserve materials - varies from two hours to one week.
Audio visual materials and equipment - varies.
Listening equipment is permanently set up in the Listening Room on the main floor of the library.
Note: Overdue fines, of \$1.00 per hour up to a maximum of \$10.00, are charged on overdue RESERVE materials. Overdue fines for RECALLED books are \$1.00 per day up to a maximum of \$10.00. Audio visual materials and equipment should be booked in advance.

Library Courses

The library offers 'Skills for College Library Research' (LIB 111) for seven weeks each semester. This 1.5 credit course covers all areas of student library research.
Note: See Course Descriptions under LIBRARY for details.

Orientation and Tours

All students in first year English or Communications courses receive a library orientation. Other courses often include a class on the use of library materials specific to the subject area. Any students who do not receive a library orientation during class time may request a tour from the reference librarian.

Typewriters

Courtesy of the Student Society, typewriters are available for student use on the second floor of the library. Students must bring their own supplies.

Archives

The college archives contain print and non-print materials that relate to the history and development of the College.
Note: Requests for these materials should be made at the library information desk.

Seminar Rooms

The seminar rooms may be booked for student use. If a seminar room is not in use students may use it until someone with a booking arrives.

Microcomputers

The library has one Apple and five IBM compatible micros that are available for student use. The micros can be booked at the information desk. Software for use with the micros can be borrowed at the reserve counter. Students must supply their own blank discs.

Photocopier

Photocopiers are available for student use in the library. The charge is .10 per copy.
Note: For further information on Library Services call the library at 527-5467.

student government

All students are members of the Douglas College Student Society, which is primarily funded by fees paid by students at registration. The Society aims to serve all students. It is affiliated with the Canadian Federation of Students, a student services and interest group.

The Student Society provides a variety of functions and services for students, including scholarships, films, listings of off campus housing, funding for student clubs and associations, access to the Canada Games Pool, and social events such as pub nights. The Student Society advocates student interests at college, community, and government levels. The Society also provides an ombudsperson, who serves as a liaison/advocate for students having difficulties within the College.

The Student Society is run independently of the College administration. It is directed by an elected student executive and senate.

Note: For further information see the Student Society handbook.

Note: Student Society Business Office (New Westminster) 527-5110; Student Society President 527-5112. Off-Campus Housing Information 527-5110; Student Society Office Room 2780

student placement

The Student Placement Office provides listings of part-time, full-time, and summer job opportunities. Students may register with the office for valuable employment contacts. As well, graduating students can be put in contact with prospective employers. The Student Placement Office is open all year. For further information telephone 527-5400.

student newspaper

Student fees also provide funding for the student newspaper, The Other Press, which is run independently of the Student Society. To become a member of the Other Press, students must sign their membership book.
**The Other Press 525-3542
Other Press Office, Room 1602**

women's centre (rm 2720)

The Women's Centre is for community and college women, of any age, who are thinking about personal development. Personal development may involve changing educational or employment plans or learning

specific skills. The Women's Centre assists women to achieve their goals. Some of the services provided are:

- information about educational opportunities and career options,
- information about community services and resources,
- referrals to appropriate services and resources,
- workshops on a variety of topics such as: Time Management, Test Anxiety, Self-Esteem and Confidence Building, Stress Management, Communication Skills, Math Anxiety, etc,
- free drop-in child care services for the three days of the registration periods for Fall and Spring Semesters,
- child care subsidy - based on financial need for part-time students using the Douglas College Daycare centre,
- a resource centre containing books, research materials, and pamphlets of interest to women,
- personal support and assistance to women, films and discussions on a variety of topics of interest to women,
- assistance to women who have been out of school for a few years and who now wish to re-enter the education system.

Note: For further information or an appointment contact 527-5148.

student finance

general information

The Student Finance Office administers a wide variety of assistance programs, including loans, grants, scholarships, bursaries, and work-study programs. As well as allocating funds made available to students through the Douglas College Foundation, the Student Finance Office also does the initial assessments for B.C. Student Assistance Program applications and for Adult Basic Education Student Assistance Program applications. In addition, eligibility for the provincial government sponsored Work-Study Program is determined through this office. The Student Finance Office keeps up-to-date information on scholarships, bursaries, and loans that are available from various organizations, companies, and clubs in the province.

Note: Assistance is available in completing applications for aid and in general budget planning. BCSAP Workshops are held throughout the year.

Location: Room 2710
Telephone: 527-5487

Hours:

Mondays, Fridays: 1300 - 1600
Tuesdays, Wednesdays,
& Thursdays: 1030 - 1600

major government aid programs

The Ministry of Advanced Education and Job Training sponsors several programs of financial assistance for students undertaking full or part-time studies in post-secondary institutions across B.C.. A brief description of programs available to Douglas College students follows. For more information, contact the Student Finance Office.

B.C. Student Assistance Program (B.C.S.A.P.)

The B.C. Student Assistance Program is comprised of several interrelated components. Financial need is assessed by a single application process for all programs. **The basic purpose of the program is to supplement, not replace, your own financial resources and the resources of your immediate family.** The amount of assistance awarded is based on need as determined by the provincial authority. Applications are available in the Student Finance Office. Students are encouraged to apply by the early deadline as applications take 8 - 10 weeks to process.

The B.C.S.A.P. program includes:

Canada Student Loan Program

Funded by the federal government, this program provides assistance to full-time students (registered in a minimum of 9 credits each semester). The assistance offered is in the form of repayable loans, requiring no payment on principal or interest until 6 months after you cease to be a full-time student.

B.C. Student Loan Program

Funded by the provincial government, this program provides assistance to full-time students (registered in a minimum of 9 credits each semester). The assistance offered is in the form of repayable loans, requiring no payment on principal or interest until 6 months after you cease to be a full-time student.

Equalization Fund

Students enrolled in their first or second year of full-time post-secondary study will be considered for non-repayable equalization funds for expenses above and beyond the cost of tuition and books.

Supplemental Fund

Students enrolled full-time in Developmental Studies - Advanced Level (400 level courses) may be eligible for up to \$1000 in non-repayable funds under this program. Need above \$1000 will be met through Canada Student Loan, B.C. Student Loan and Equalization Funds.

Loan Remission

Graduating students may be eligible to have their student loans reduced to \$12,000 for their first degree or diploma. Students must complete a loan remission application after graduation to be considered for remission.

B.C.S.A.P. Application Deadline:

Term of Application	Early Deadline	Final Deadline
1990 Fall	July 1/90	Oct 12/90
1990/91 Fall/Spring	July 1/90	Feb 15/91
1991 Spring	Nov 1/90	Feb 15/91
1991 Spring/Summer	Nov 1/90	June 7/91
1991 Summer	Mar 1/91	June 7/91

Federal Part-Time Loan Program

Guaranteed loans for part-time students attending Douglas College are available to students enrolled in less than 60% (less than 9 credits) of a full course load. Students should complete a Part-Time Loan application in the Student Finance Office. Repayment of this loan must commence thirty (30) days after negotiation of the Part-Time Loan.

A.B.E. Student Assistance Program

Students in Developmental Studies, Basic Occupational Education or English as a Second Language classes may apply for a grant through the Adult Basic Education Student Assistance Program (A.B.E.S.A.P.) to assist with their educational costs. A.B.E.S.A.P. applications are available in the Student Finance Office. Assistance is available for full-time and part-time students. As funds are limited, students should apply early.

A.B.E.S.A.P. Application Deadlines:

Term of Application	Early Deadline	Final Deadline
1990 Fall	Aug 1/90	Sept 4/90
1991 Spring	Dec 1/90	Jan 14/91
1991 Summer	April 1/91	May 6/91

Work-Study Program

Work-Study is a program designed to provide part-time, career-related work experience for students who have applied for a student loan. Students must qualify on the basis of financial need. Applications for work-study are available in the Student Finance & Placement Office. Work-Study positions are posted on the Student Placement bulletin board outside the Student Finance & Placement Office at the beginning of each semester.

Federal Interest Relief Plan

The Government of Canada pays the interest on full and part-time Canada Student Loans on behalf of debtors who are experiencing financial hardship due to inability to find employment or due to temporary disability. Students should contact their savings institution for an application form for Interest Relief or further information.

This program applies to the Canada Student Loan Program only (not applicable to B.C. Student Loans).

other government award programs

Athlete Assistance Program

The Athlete Assistance Program is available to assist student athletes with the costs associated with furthering their education. Superior athletes interested in being considered for financial assistance should contact their respective national sport governing body. Further information can also be obtained from the Student Finance Office. (Also see: B.C. Athletic Awards, Nancy Greene Scholarships, and the Premier's Athletic Awards).

B.C. Athletic Awards

Awards given in this category encourage B.C. athletes to compete in Olympic, Pan-American, and Commonwealth games and in Olympic-level competition for the disabled.

Eligibility: Athletes who have lived in British Columbia for the past year, are immediately below national team level in an Olympic, Commonwealth Games or Pan-American Games sport, and who are recommended by the appropriate provincial sport-governing body.

Value: \$1500 maximum for post-secondary students, \$1800 for others.

Selection: Recommendations of sport-governing bodies are reviewed by the Athlete Assistance Coordinator.

Contact: Appropriate sport-governing body at B.C. Administrative Centre for Sport, Recreation and Fitness, 1367 West Broadway, Vancouver, B.C. 737-3090.

B.C. Cultural Fund

A number of scholarships are available annually to assist in the fine arts education and to stimulate advanced studies and professionalism in talented and dedicated British Columbians.

Junior Scholarships - a number of scholarships varying in value (up to \$1000 maximum) are offered each year for a maximum of four years (upon re-application each year) for students engaged in full-time study, up to and including second year of a university and/or community college in a fine arts program. Part of the submission requirements includes a portfolio of work completed in the past year. Further information and application forms for the above may be obtained by writing to: Cultural Service Branch, Ministry of Tourism, Recreation & Culture, Parliament Buildings, Victoria, B.C. V8V 1X4.

Canada Council - Aid to Artists

Grants are available to individual artists in all disciplines and specialties, to improve their skills and to

give free time for creative activity. For current information and applications write to: Arts Award Service - the Canada Council, P.O. Box 1047, 99 Metcalfe Street, Ottawa, Ontario K1P 5V8.

Canada Scholarships Program

The program aims at recognizing gifted students and at encouraging them to pursue undergraduate studies in natural sciences, engineering and related disciplines.

Value: \$2000 (renewable)

Application Deadline: June 20

Eligibility Criteria: - Canadian citizen or permanent resident, accepted into first year of an undergraduate degree program in an eligible discipline.

Contact the Student Finance Office for further information.

Department of Veterans Affairs

This bursary is available to children of deceased veterans who were eligible for pension under the Pension Act. Applications should be made within 15 months of secondary school graduation. Applicants must maintain acceptable academic standards to ensure continuation of benefits. Apply to Department of Veterans Affairs, 640 - 750 Cambie Street, Vancouver, B.C. V6B 5E5 Phone: 666-0444.

Federal-Provincial Language Programs

Assistance for students planning to take courses in the second official language is available through the Ministry of Advanced Education and Job Training. Programs presently available are:

Second-Language Monitor Program

Second-Language Study Fellowship

Summer Language Bursary Program

For further information contact the Coordinator, Modern Languages and Multicultural Programs, Ministry of Advanced Education and Job Training, Parliament Buildings, Victoria, B.C. V8V 1X4 Phone 356-2516.

Financial Assistance for Native Indian Students

The Federal Government provides a comprehensive program of financial assistance to Native people who wish to take University or College Entrance Preparation and University/Professional Training Programs at provincial educational institutions. For further information contact your Band or local Department of Indian Affairs Office.

First Citizens' Fund Student Bursary Program

B.C. Native Indians enrolled in recognized post-secondary educational institutions are eligible to apply for a bursary based on financial need. Students must be registered in an academic program consisting of a minimum two year program and must be registered full-time.

Student bursary applications must be recommended by a band council or bona fide Native organization. The application deadline is May 31st. For further information and applications contact: Ministry of Native Affairs, First Citizens' Fund, Program Officer, Student Bursary Program, Parliament Buildings, Victoria, B.C. V8V 1X4.

Terry Fox Humanitarian Award Program

Awards based on a demonstration of the highest ideals and qualities of citizenship and humanitarian service, while in pursuit of excellence in academic, amateur sport, fitness, health or community related endeavours have been made available by the Terry Fox Humanitarian Award Program. The value of each award is \$3000 annually. The award is renewable for up to four years or until the first degree is earned. The deadline for the submission of applications, complete with supporting documents, is February 1st. For information and applications contact the Student Finance Office.

Nancy Greene Scholarships

Awards of \$1000 each are available for British Columbia secondary school students who are about to enroll in a designated post-secondary institution. Further information and application forms may be obtained by writing to: Athlete Assistance Coordinator, Recreation and Sport Branch, Parliament Buildings, Victoria, B.C., V8V 1X4 (356-1181) The application deadline is March 1.

Native Bursary Program

Through this bursary program, financial assistance is available for Canadian citizens of Native descent who are residents of British Columbia and who are currently enrolled in or who have been accepted for admission in any health program offered by the universities, colleges and other post-secondary institutions in the Province. Interested candidates are asked to write for further information to:

Ms. Barbara Paine
Administrative Assistant
Medical Services Commission
Ministry of Health
6th Floor, 1515 Blanshard Street
Victoria, British Columbia

Premier's Athletic Awards

Awards of \$2500 each are available for B.C. athletes who train and compete in B.C., who are ranked in the top eight in the world in an Olympic event or who are members of a Canadian team ranked in the top four in an Olympic sport. For information and applications, contact: Athlete Assistance Coordinator, Recreation and Sport Branch, Parliament Buildings, Victoria, B.C., V8V 1X4 (356-1181). Application deadline is March 1.

Regular Officers Training Plan (ROTP)

This plan combines university subsidization with career training as an officer in the Regular Component of the Canadian Forces. Successful candidates are enrolled in the rank of officer cadet and are required to maintain a good academic and military standing while in the plan. All tuition and other essential fees are paid by the Department of National Defence. In addition, a monthly salary is paid to cover living expenses. Free medical and dental care is provided. Annual leave (20 working days) with full pay and allowances may be granted each year usually after the summer training period. On graduation, the officer cadet is commissioned to the rank of 2nd lieutenant.

Admission requirements:

An applicant must be a Canadian citizen; be physically fit for enrollment in the Canadian Forces; and be at least 16 years of age on the first day of January of the year he/she commences first year studies at college.

How to apply:

Individuals interested in obtaining more information on, or wishing to make application for, any of these plans are requested to contact: Canadian Forces Recruiting Centre, 757 West Hastings Street, Suite R125 Sinclair Centre, Vancouver, B.C. V6C 1A1 Phone 666-4192.

Reserve Entry Training Program (RETP)

In contrast to the ROTP, this plan carries no service obligation. Successful candidates are enrolled in the service forces as officer cadets and upon graduation will be commissioned to the rank of Second Lieutenant.

The purpose of the RETP is to educate and train selected Primary Reserve candidates at the Canadian Military Colleges to become officers in the Reserve Force. Enquiries and applications should be directed to: Canadian Forces Recruiting Centre, 757 West Hastings Street, Suite R125 Sinclair Centre, Vancouver, B.C. V6C 1A1 Phone 666-4192.

The Royal Canadian Naval Benevolent Fund Awards

Financial Assistance in the form of loans to former members of the Naval Forces of Canada or their dependents attending College, University or other educational and vocational institutions will be considered in the light of the following criteria:

- 1) Ability of parent(s) to finance such education without detriment to a normal acceptable standard of living.
- 2) Consideration of all other available resources such as scholarships, bursaries and student loans.
- 3) Motivation and educational potential of the dependent.
- 4) Mid-term academic progress of the dependent, and
- 5) For subsequent years assistance, annual review and a year end report of student progress.

Serving members should make application through their Ship's representative or Commanding Officer. Former naval personnel, or dependents, should make application to the nearest Naval Division, District Office of the Department of Veterans Affairs or to the Head Office, Eastern Committee or Western Committee as follows:

The Secretary Treasurer, The Royal Canadian Naval Benevolent Fund, P.O. Box 505, Station "B", Ottawa, Ontario K1P 5P6; The Secretary, Eastern Committee, Room 139, Old Hospital, CFB Halifax, FMO Halifax, N.S. B3K 2X0; or The Secretary, Western Committee, RCN Benevolent Fund, CFB Esquimalt, FMO Victoria, B.C. VOS 1B0.

Veterans Administration (US)

For citizens of the United States, some Douglas College programs are eligible for VA funding. For further information and application forms, contact the Student Finance Office.

awards available to douglas college students

Application Procedures:

Various awards are available to students studying at Douglas College. Applications are available in the Student Finance Office and should be submitted prior to the following deadline dates:

Entrance Scholarships:	April 30
Graduation Awards:	May 1
Other Awards:	
Fall Semester	October 15
Spring Semester	February 1
Summer Semester	June 1

Only one scholarship and/or one bursary application should be submitted for each deadline date in order to be eligible for all awards administered by Douglas College.

Entrance Scholarships

A limited number of entrance scholarships are available for students graduating from secondary schools in the college region. Eligible candidates must have achieved a record of academic excellence and have made significant contributions to school activities or community activities. For further information see:

Douglas College Entrance Scholarships and Royal Visit 1983 Scholarship.

Scholarships

A limited number of scholarships are available to returning students who have achieved a record of academic excellence at Douglas College. Students must have completed a minimum of 12 credits at Douglas College with a minimum grade point average of 3.5, prior to submitting an application for scholarships.

Bursaries

A number of non-repayable bursaries are available to students demonstrating a financial need. Preference is given to students who have exhausted all other sources of funding (including student loans) and are still in need. In addition to the specific named endowment funds, the Douglas College Foundation administers a general endowment fund which provides bursaries to needy students.

Douglas College Deans List

Full-time students who have a semester grade point average of 3.5 or more and part-time students who have completed 12 credits or more and have maintained a cumulated and semester grade point average of 3.5 or more will be placed on the Deans list. This is an academic honour roll and each student will receive a letter of commendation from the Dean. In addition, the list of those honoured will be presented to the College Board and published in College publications. No application is necessary for this award.

douglas college foundation awards

Scholarships and bursaries in varying amounts have been made possible through the generous donations of Douglas College, the Douglas College Student Society, College Staff, Faculty, community businesses and individuals. A listing of the endowment funds administered by the Douglas College Foundation follows:

endowment funds

Jean Lownds Andrew Award

The interest from a fund established in memory of Jean Lownds Andrew, by the Chi Epsilon Alumnae of the Alpha Iota Sorority, will be used annually to provide a bursary to a needy and deserving young man or woman in the field of Business Administration. Application should be made by October 15 on a Douglas College bursary application.

Anonymous Donor - Nursing Bursary

Interest from a trust account is to be used annually to provide a bursary for a second year nursing student. The recipient must demonstrate a financial need and must also have achieved a minimum of a 3.0 grade point average. Application can be made on a Douglas College Bursary application by October 15.

Arts Council of New Westminster Scholarship

The Arts Council of New Westminster has established a fund to provide one or more performing arts scholarships annually. Eligible candidates will be enrolled in a minimum of 12 credits, have achieved a grade point

average of 3.5 or better, and will have special aptitude in his/her chosen field. Preference will be given to students who are in financial need.

Athletic Award Fund

The Douglas College Athletics Department has established a fund to provide one or more athletic scholarships annually for students attending Douglas College.

Eligibility Criteria /Athletic:

- must participate in a two semester sport
- must be recommended by the coaching staff at Douglas College

Eligibility Criteria/ Academic:

- must be enrolled in 9 or more credits
- preference will be given to students who maintain a C+ average

Contact the Student Finance Department for applications.

CKNW Orphans' Fund, Erm Fiorillo Bursary

The CKNW Orphans' Fund has established an endowment to be known as the CKNW Orphans' Fund, Erm Fiorillo Bursary. The interest earned annually is to be used to provide one or more bursaries for single parents registered in any Douglas College program. Eligible students must have satisfactory academic achievement and have need of financial assistance. Application can be made in the Fall and Spring semesters on a Douglas College Bursary application.

Daniel B. Clarke Bursary

The family of Daniel Clarke and the Mainstream Society of Vancouver have established a fund to provide one or more bursaries for students attending Douglas College.

Eligibility Criteria:

- must be enrolled in the Community Support Worker (formerly Human Service Worker)
- must be enrolled in a minimum of 9 credits
- must have satisfactory ability or special aptitude or talent in his/her chosen field
- must have need of monetary assistance

Application can be made on a Douglas College Bursary Application.

Douglas College Alumni Association Award

The Douglas College Alumni Association established this award to assist graduating students with their continuing education or professional development. Candidates for the award are students who have completed a set program of studies at Douglas College of 45 or more credits with the University Transfer Program, are active in the college or the community, have good scholastic ability and are in need of financial assistance. Application should be made on a Douglas College bursary application by May 1.

Douglas College Biology Scholarship

The Biology Discipline at Douglas College have established a fund to be known as the Douglas College Biology Scholarship. The purpose of this fund is to use the interest earned annually to provide one or more biology scholarships for Douglas College students.

Douglas College Marketing Club Bursary

The Douglas College Marketing Club has established a fund to provide one or more bursaries annually to commerce and business students. The candidate for this award must be a member of the Douglas College Marketing Club, must be enrolled in a minimum of 9 credits, have satisfactory ability or special aptitude or talent in his or her chosen field and must have need of monetary assistance. Application should be made on a Douglas College Bursary application by February 1.

Douglas College Music Scholarships

Two scholarships will be available to students entering music programs at Douglas College. To be eligible students must be enrolled as full-time music students. The awards will be based upon audition performances with acceptable theory entrance standings. Candidates for these awards are nominated by the Music Department. Final decisions are made in March and the awards are distributed at the band/choir concert at the end of the Spring Semester. The amount of each award depends on funds available. (Also see: David Peterkin Memorial Scholarship, Walter G. Robertson Memorial Scholarship, Silverman Scholarship, Len Whitely Memorial Scholarship).

Douglas College Physical Education Award

The Douglas College Physical Education Department has established a fund to be known as the Douglas College Physical Education Award. The purpose of this fund is to use all or part of the interest earned annually to provide one or more scholarships for students who will be attending a university after completing their studies at Douglas College. The awards will be distributed among students transferring to U.B.C., University of Victoria or S.F.U. upon proof of registration. Preference will be given to students who maintain a C+ average and who are entering the B.P.E. (teaching stream). Application should be made on a Douglas College Scholarship application by May 1.

Douglas College Women's Association Bursary

The yearly interest from a trust fund in this name is available in the spring semester to a full time female student who has maintained a "C" average or better. Applicants must demonstrate a financial need and be a resident of the College region. Application should be made on a Douglas College Bursary application by February 1.

Mary Fewster Memorial Nursing Scholarship

The family of Mary Fewster and the Douglas College General Nursing Department have established a fund to be known as the Mary Fewster Memorial Nursing Scholarship. The purpose of this fund is to use all or part of the interest earned annually to provide one or more nursing scholarships for students attending Douglas College.

Eligibility Criteria:

- current enrollment in semester 6 of the General Nursing Program
- GPA of 3.5 or better in the previous semester
- evidence of commitment to nursing supported by reference letters from two clinical nursing instructors which document the student's performance:
- 1. excellence in clinical objectives related to professional behaviour and interpersonal communications with patients and staff.
- 2. above average abilities in meeting remaining clinical objectives.

Application should be made on a Douglas College Scholarship application.

Gordon and Charlene Gram Bursary

The purpose of this fund is to use all or part of the interest earned annually to provide one or more bursaries for students attending Douglas College. The candidate for the award is to be chosen from the Nursing or Health Service fields. Eligible candidates will have need of monetary assistance. Preference will be given to single parents.

Health Sciences Bursary

The purpose of this fund is to use all or part of the interest earned annually to provide one or more bursaries for students in the Health Sciences Programs at Douglas College (General Nursing, Long Term Care Aide Program, Dental Auxiliary Programs).

Eligibility Criteria:

- enrolled in a Health Sciences Program
- open to new students in both the Long Term Care and Dental Program
- open to continuing students who have completed one semester in a Health Sciences Program with at GPA of 3.0 or greater
- financial need

Application can be made on a Douglas College Bursary application.

Bill Hill Family Scholarship

The family of Bill Hill has established a fund in the Douglas College Foundation to be known as the Bill Hill Family Scholarship. The purpose of this fund is to use all or part of the interest earned annually to provide one or more scholarships for students attending Douglas College. The candidate for the award is to be chosen

from any field of study. Eligible candidates shall have completed two semesters of study with a minimum 3.5 grade point average, show evidence of entrepreneurial activities and participation in community activities. Preference will be given to a student with financial need. Application can be made on a Douglas College Scholarship application in the Fall and Spring semesters.

Leonora Hutchinson Long Term Care Aide Bursary

The family of Leonora Hutchinson has established this bursary in her memory. The purpose of this fund is to use all or part of the interest earned annually to provide one or more bursaries to needy, female students enrolled in the Long Term Care Aide Program. Application can be made on a Douglas College Bursary application in the Fall and Spring semesters.

ICL Services Bursary

The purpose of this fund is to use the interest earned annually to provide one or more bursaries for needy students at Douglas College. Application can be made on a Douglas College Bursary application.

International Education Bursary

The purpose of this fund is to use all or part of the interest earned annually to provide one or more bursaries for International Education students attending Douglas College. Eligible candidates will have completed at least two semester's course work and have satisfactory academic performance. Preference will be given to students who have need of monetary assistance.

Application can be made on a Douglas College Bursary application in the Fall and Spring semesters.

Pat Isert Memorial Bursary

Each spring the interest from this trust fund is awarded to a mature female student who is pursuing her studies in a vocational or career program. Applicants should be residents of School District #43 - Coquitlam, Port Coquitlam or Port Moody. Application should be made on a Douglas College Bursary application by February 1.

Joseph & Anna Jetter Bursary Award

Joseph & Anna Jetter have established a fund to provide one or more bursaries annually for students attending Douglas College. Candidates for this award must be enrolled in a minimum of 9 credits, have a satisfactory grade point average and special aptitude or talent in his or her chosen field and must have need of monetary assistance. Application should be made on a Douglas College Bursary application in the Fall and Spring Semesters.

Dr. G. Herald Keefer Music Scholarship In Organ

A scholarship is available for a student studying organ at Douglas College. Selection is made by the Music Department faculty. No application is required.

Elizabeth Kellie, IODE, Bursary

The Elizabeth Kellie Chapter, IODE, has established an endowment fund to provide one or more bursaries for students attending Douglas College. Eligibility requirements include Canadian citizenship, good scholastic ability or special aptitude or talent in the student's chosen field and financial need. Preference will be given to applicants who have attended New Westminster Senior Secondary School. Consideration will be given to a previous recipient making application for a second year or term. Application should be made on a Douglas College Bursary application in the Fall and Spring Semesters.

Grace Wallis Kidd Bursary

The purpose of this fund is to use all or part of the interest earned annually to provide one or more bursaries for students attending Douglas College.

Eligibility Criteria:

- candidate for the award will be chosen from the Home Support Worker Program
- the awards will be given to cover fees at each of the four steps per year in the Home Support Worker Program
- good scholastic ability or special aptitude or talent in his/her chosen field
- financial need

Application should be made on a Douglas College bursary application.

Ken McGlinchey English Scholarship

The family of Ken McGlinchey and the Douglas College English and Communications Department have established a fund to be known as the Ken McGlinchey English Scholarship. The purpose of this fund is to use all or part of the interest earned annually to provide one or more English scholarships for students attending Douglas College. The candidate for the award will be chosen from among those students who have completed Canadian literature and at least one other first-year English Literature course at Douglas College and who will be continuing in one or more second level literature courses.

Eligibility Criteria:

- completion of at least 12 credits at Douglas College;
- first-class standing in two first-year English courses, including Canadian Literature;
- an overall grade point average in first year of 3.5 or better.

Interested students should complete a Douglas College Scholarship application form.

W.E. Arthur Mercer Bursary

This fund was established from a bequest from the late W.E. Arthur Mercer, a member of the founding board of Douglas College. The award is for a graduate of the Douglas College Nursing Program who has been accepted in a recognized post-basic nursing course in cardiology, critical care or emergency nursing. Application should be made to the Douglas College Student Finance Office on a Douglas College Bursary application.

M.H. (Bill) Morfey Scholarship

The M.H. (Bill) Morfey Scholarship has been established to provide one or more scholarships annually from the interest earned on this endowment fund. Eligible candidates shall be chosen from a Douglas College Program. Criteria includes a minimum grade point average of 3.5, special aptitude or talent in his or her chosen field, completion of a minimum of 12 credit hours of graded course work at Douglas College and involvement in College and community activities. Apply on a Douglas College Scholarship application.

Sylvia Perry English Studies Scholarship

This award, in the form of interest on an endowment, honours the teaching excellence of Sylvia Perry, a former English instructor at Douglas College. The award is given each Spring to the student with the highest average English mark of all students who have completed at least one second-year English course at Douglas College during the previous academic year, after having achieved first-year English standing at the College. In the event of a tie, the award will be given to the student with the highest academic standing. No application is necessary.

David Peterkin Memorial Scholarship

This scholarship is awarded to a full-time music student in the Basic Musicianship Program who will be transferring into the B.Music Program in the Fall Semester. The successful recipient will have demonstrated combined excellence in performance and academic music studies. Candidates are nominated for this award by Music Department faculty.

Dr. Philip Popove Memorial Bursary

The family of Dr. Philip Popove has established a fund to be known as the Dr. Philip Popove Memorial Bursary. The purpose of this fund is to use all or part of the interest earned annually to provide one or more bursaries for students attending Douglas College.

Eligibility Criteria:

- enrolled in the Dental Assisting Program or University Transfer Program (preference will be given to students in the Dental Assisting Program)
- enrolled in a minimum of 9 credits
- have satisfactory ability or special aptitude or talent

in his/her chosen field

- financial need

Application should be made on a Douglas College Bursary application by October 15.

Real Estate Foundation Award

The annual income of the fund shall be disbursed to "eligible students" enrolled in the current academic year in one or more real estate-related courses offered by the College, or enrolled in the previous year in one or more real estate-related courses, or a person who has demonstrated a genuine intention to pursue a career in a real estate-related field. The Real Estate Foundation considers courses and/or careers in areas such as urban land economics, mortgage financing, property management, property development, appraisal and assessment, real estate law, title search, notary law, sales and evaluation, agency management and public or co-op housing to be real estate-related. A student who is a licensed real estate agent is an "eligible student". So is a family member of a licensed agent if they plan to pursue a real estate-related career. Application can be made on a Douglas College Bursary application in the Fall and Spring semesters.

Rotary Club of New Westminster Bursary

The Rotary Club of New Westminster has established a fund to provide one or more bursaries annually for students attending Douglas College. The candidate for the award is to be chosen from any field of study. Eligible students will have good scholastic ability or special aptitude or talent in his or her chosen field and have need of monetary assistance. Application can be made on a Douglas College Bursary application in the Fall and Spring semesters.

Royal Canadian Legion, Maple Ridge Branch #88 Award

Maple Ridge Branch #88 of the Royal Canadian Legion has established a \$25,000 bursary fund to provide revenue for annual bursaries for students from the Maple Ridge and Pitt Meadows area. Students may apply on a Douglas College Bursary application in the Fall and Spring semesters.

Royal Visit 1983 Scholarship

The City of New Westminster has established a scholarship fund to commemorate the 1983 Royal Visit to New Westminster. The scholarship is designated as an entrance scholarship for students entering Douglas College directly from high school in the Douglas College region (Burnaby, School District of Coquitlam, Maple Ridge and New Westminster). Eligible students will have achieved a good academic standing in high school and will have shown active participation in school and/or community activities. The interest from an en-

dowment will be given each year to a scholarship recipient. The student receiving the award must make use of this scholarship at Douglas College within the academic year in which the award is made. Application may be made through the Douglas College Student Finance Office by July 1st each year.

Schiller, Coutts & Weller Scholarship

See Graduation Awards for further information.

Silverman Scholarship

This award will be presented to the student, who in the opinion of the Music Department faculty, is the most outstanding performer. The recipient must be enrolled as a full-time music student at Douglas College.

Social Services Employee's Union Bursary

Bursaries have been made available to students enrolled in any of the following three programs: Community Social Service Worker, Early Childhood Education, and Child Care Counsellor Programs. To be eligible, a student must be currently enrolled, have a good academic standing and demonstrate financial need. Application can be made on a Douglas College Bursary application by February 1.

Sunny Hill Hospital Auxillary Bursary

The interest from this fund is to be used to provide a bursary to a student with a disability or to a student in training to work with disabled persons. Eligible students will have satisfactory academic standing and have need of financial assistance. Application can be made on a Douglas College Bursary application in the Fall and Spring semesters.

University Women's Club of New Westminster Bursary

The University Women's Club of New Westminster has established a fund to be known as the University Women's Club of New Westminster Bursary. The purpose of this fund is to use all or part of the interest earned annually to provide one or more bursaries for students attending Douglas College. Eligible candidates must be enrolled in a minimum of 9 credits, have satisfactory ability or special aptitude or talent in their chosen field and have need of monetary assistance. Preference will be given to female students. Application can be made on a Douglas College Bursary application in the Fall and Spring Semesters.

Walter G. Robertson Memorial Scholarship

This scholarship is awarded to a full-time music student who best combines excellence in performance and academic music subjects. It must be applied to second year B. Music studies at Douglas College in the next Fall Semester. Selection is made by the Music Department

faculty.

Gail Smythe Memorial Bursary

The Gail Smythe Memorial Bursary was established by her family to honour her memory and her commitment to Adult Basic Education. Interest from this fund will be used to provide bursaries to Developmental Studies students with good scholastic ability and who have need of monetary assistance. Application can be made on a Douglas College Bursary application in the Fall and Spring semesters.

Len Whiteley Memorial Scholarship

This award is presented to a full-time music student. Preference will be given to a brass player and alternately to any member of the concert band. The successful recipient must have a satisfactory standing in the music academic subjects and must apply the award to second-year music studies at Douglas College. Selection is made by the Music Department Faculty.

Frank Wing Memorial Bursary

The purpose of this fund is to use all or part of the interest earned annually to provide one or more bursaries for students in any College program. Eligible students will be of native Indian or Oriental ancestry, and have need of monetary assistance. Students from other ethnic groups will be eligible if there are no suitable candidates from the first two ancestral groups. Application can be made on a Douglas College Bursary application in the Fall and Spring semesters.

Christine Young Award

Each spring the annual interest from this trust fund is awarded to a needy student in the Early Childhood Education Program. Applicants must demonstrate satisfactory academic achievement, financial need and a dedication and commitment to their studies. Application can be made on a Douglas College Bursary application by Feb. 1.

individual awards

The following awards are made available by individual companies and organizations on an annual basis.

Amalgamated Construction Association of B.C. - Construction Management Bursary

This bursary is available to students entering the third semester of the Construction Management Program and is awarded annually by the College in consultation with the donor. To be eligible, an applicant must have a satisfactory academic standing and financial need. Application should be made on a Douglas College Bursary application by October 15.

Birks Family Foundation Bursary

The Birks Family Foundation has an annual bursary contribution. The number and amount of such awards may vary annually, depending upon the funds available from the foundation. The bursary will be awarded on the basis of financial need. Application should be made by February 1 on a Douglas College Bursary application.

B.C. Lung Association

The B.C. Lung Association awards a \$500 bursary to a student in the second year of the General Nursing Program. Application should be made by October 15 on a Douglas College Bursary application.

B.C. Telephone Company Awards

A total of \$1250 in scholarships is available to Douglas College students in the Spring Semester. Scholarships are disbursed as follows:

Two \$250 awards to Academic transfer students

\$250 to a student in a two-year career program

\$250 to a student in a less than two-year career program

Two \$125 awards to part-time students in any program

Application should be made on a Douglas College Scholarship application form by February 1.

Canadian Information Processing Society Scholarship

The Vancouver Section of the Canadian Information Processing Society (CIPS) has established a scholarship fund for students.

The objectives of this program are:

- to promote co-op training programs for information systems which CIPS feels is an important means of satisfying the needs of industry
- to encourage co-operation and communication between the educational institutions and industry to raise the profile of CIPS with the students in the various information systems programs.

An annual scholarship of \$300 will be available to a Douglas College Student. The recipient will have been enrolled in the Computer Information Systems Co-op Program during some portion of the last year. The recipient should be a student who is:

- active in student and community affairs or demonstrates a variety of outside interests
- with better than average written and verbal communication skills
- a GPA of at least 3.0
- in the latter portion of the C.I.S. Program at Douglas College.

Application should be made on a Douglas College Scholarship Application by February 1.

Credit Union Foundation Bursary

The Credit Union Foundation of B.C. provides an annual grant of \$500 to be granted as bursaries to technical, academic or vocational undergraduate students who might otherwise have difficulty completing their studies by reason of financial hardship. The recipients are to be Canadians residing in B.C. and in attendance at Douglas College. Application should be made on a Douglas College Bursary application by February 1.

Credit Union Pioneers' Memorial Bursaries

The Credit Union Foundation of British Columbia, through the Credit Union Pioneers' Memorial Fund, offers bursaries annually totalling \$300 to a student or students in trades training programs. Students who might otherwise have difficulty completing their studies by reason of financial hardship are eligible to apply for these bursaries. The recipients are to be Canadians residing in British Columbia and in attendance at Douglas College. Application should be made on a Douglas College Bursary application by Feb. 1

Data Processing Management Association Scholarship
The Vancouver Chapter of the D.P.M.A. has made a \$200 scholarship available annually to a student enrolled in second year of the Computer Information Systems Program. The award is based solely on academic achievement. Application should be made on a Douglas College scholarship application by February 1.

Douglas College Entrance Scholarships

Eight scholarships per year are offered to students entering Douglas College directly from high schools in the college region who:

- have a grade point average of 3.5 or better
- have made significant contributions to school activities or community activities.

The scholarship will be valued at tuition fees for the program year and will be renewable to permit completion of the program.

Applicants should be nominated by the school and the school principal. Application deadline is April 30.

Douglas College Student Society Award

The Douglas College Student Society has made one \$250 award available to returning students in any program, each Fall and Spring Semesters. Awards are made on the basis of scholastic standing, citizenship and financial need. Application can be made on a Douglas College bursary application in the Fall and Spring Semesters.

Douglas & Kwantlen Faculty Association Award

A \$500 annual, mid-program scholarship is available to a Douglas College student who has demonstrated an ability in his/her field of study and is in need of financial assistance. The Faculty Association award will be

granted on a rotating basis: university transfer/academic student one year and career/vocational student in the following year. Application should be made on a Douglas College bursary application by February 1.

Shirley and Muri Evers C.M. Scholarship

This fund has been established to provide a \$250 scholarship annually for a student attending Douglas College. The candidate for this award must have completed a minimum of 12 credits, must maintain a 3.5 grade point average, must demonstrate a commitment to and participation in civic affairs. Preference will be given to students in financial need. The candidate for the award is to be chosen from any field of study. Application can be made on a scholarship application in the Spring semester. The deadline is February 1.

Bob Holroyd Memorial Bursary

This bursary of \$100 honours the late Bob Holroyd, master guitar builder and former consultant to the Musical Instrument Construction/Repair Program. It is available to a deserving student enrolled in the Musical Instrument Construction/Repair Program. Application should be made on a Douglas College bursary application by October 15.

IWA and Community Credit Union

A \$500 bursary is available to students who are members of the IWA and Community Credit Union. To be eligible, you must be registered in at least 80% of a full course load, and must demonstrate a financial need. Application can be made in the Spring Semester on a Douglas College bursary application. Application deadline is February 1.

Kiwanis Club of White Rock Bursary

The Kiwanis Club of White Rock provides two bursaries of \$250 each to students in the General Nursing and Psychiatric Nursing Programs. Eligible students will have completed at least two semesters' course work, have good scholastic ability or special aptitude or talent in his or her chosen field and have need of monetary assistance. Preference will be given to single parents from the White Rock/Surrey area. Application can be made on a Douglas College Bursary application in the Spring semester.

The Other Publication Society Award

The Other Publication Society has made one \$100 bursary available to a deserving student who has maintained a "C" or better. Application can be made through the Student Finance Office in the Fall and the Spring Semesters.

Registered Psychiatric Nurses Association of British Columbia Bursary

The Registered Psychiatric Nurses Association of British Columbia has established a bursary award of \$200 to be awarded in the Fall and Spring Semesters each year. The award may be applied for by psychiatric nursing students who are enrolled in the second year of the Psychiatric Nursing program at Douglas College and who have achieved a minimum of a 'B' average in their first year of Psychiatric Nursing studies. The award will be granted on the basis of financial need. Application should be made on a Douglas College Bursary application.

Royal City Jewellers Award

A \$150 bursary is offered by Royal City Jewellers each year to a deserving student registered at Douglas College and demonstrating a financial need. Application should be made on a Douglas College bursary form by February 1.

United Association of Plumbers and Pipefitters, Local 170 - Entrance Scholarships

Two \$300 scholarships are offered annually to secondary school graduates entering first year of any community college in B.C., directly from high school. Applicants must be sons, daughters or legal dependents of a member of the United Association of Plumbers and Pipefitters, Local 170. Application should be made on a Douglas College Scholarship application and should include a transcript of marks from high school. Deadline to apply is October 15.

graduation awards

These awards are given in recognition of students who have achieved a record of academic excellence at Douglas College. Application procedures vary for each award. Contact Student Finance Office for details.

Certified General Accountants Association of British Columbia

One continuing education scholarship, a \$600 waiver of the student's first year tuition on the C.G.A. program, is offered to graduates of the two year business program at Douglas College. The character of the applicants will be considered along with academic standing. Written application should be submitted to the Student Finance Office by May 1.

Governor General's Medal

A silver medal, presented by Her Excellency, the Governor General of Canada, is awarded annually to a Douglas College student. Although no monetary value is attached to the award, it is considered the highest academic honour the College can bestow. Normally, it

is awarded to the student who, in the opinion of the Selection Committee, has attained the highest academic standing in the graduating year. No application is necessary.

Institute of Chartered Accountants of B.C.

A \$300 award is available to a student in the graduating year of a University Transfer Program, specializing in an accounting program. This award is given in recognition of academic achievement. No application is required.

Lieutenant Governor's Award

A silver medal, presented by his excellency the Lieutenant Governor of British Columbia is awarded annually to a Douglas College student. Although no monetary value is attached to this award, it is the highest academic award in a program of one year or less. The award is presented to a student who has the highest academic achievement completing a citation or certificate program. No application is required.

RPNABC Richard Strong Memorial Award

A cash award presented to the graduating Psychiatric Nursing Program student who achieves the highest academic standing during his/her course of studies. This award is given in honour of Richard "Dick" Strong, a founding member of the RPNABC and the first President of the Psychiatric Nurses Association of Canada from 1952 to 1956. No application is necessary for the award. The recipient will be determined by the Nursing Department faculty and the award will be conferred at the graduation ceremony.

Schiller, Coutts & Weller Scholarship

An endowment fund has been established by Schiller, Coutts & Weller. The interest from this fund will be used annually to provide a scholarship to the student with the best academic record following the completion of Semester 4 of the Administrative Management Program. The candidate must have completed with at least a B average, Business 451. No application is required.

Society of Management Accountants of B.C. (RIA)

A scholarship of \$500 remission of RIA fees upon enrollment with the Society will be granted to the graduating student with the highest average standing in Accounting 320 and 420. No application is necessary for this award.

George Wootton Scholarship

Scholarships in honour of George Wootton, the first president of Douglas College, are made available to graduating students in any program who have shown superior scholastic ability and significant participation in

College and/or community activities. Candidates must be nominated by a student, staff or faculty member and nominations must include a letter of recommendation giving the reasons for nomination. Deadline for application is May 1. Submit nominations to the Student Finance Office.

direct awards

A number of awards are offered through various organizations, companies and clubs in the province. For further information on these awards contact the Student Finance Office for a Direct Awards brochure.

u.b.c. administered awards

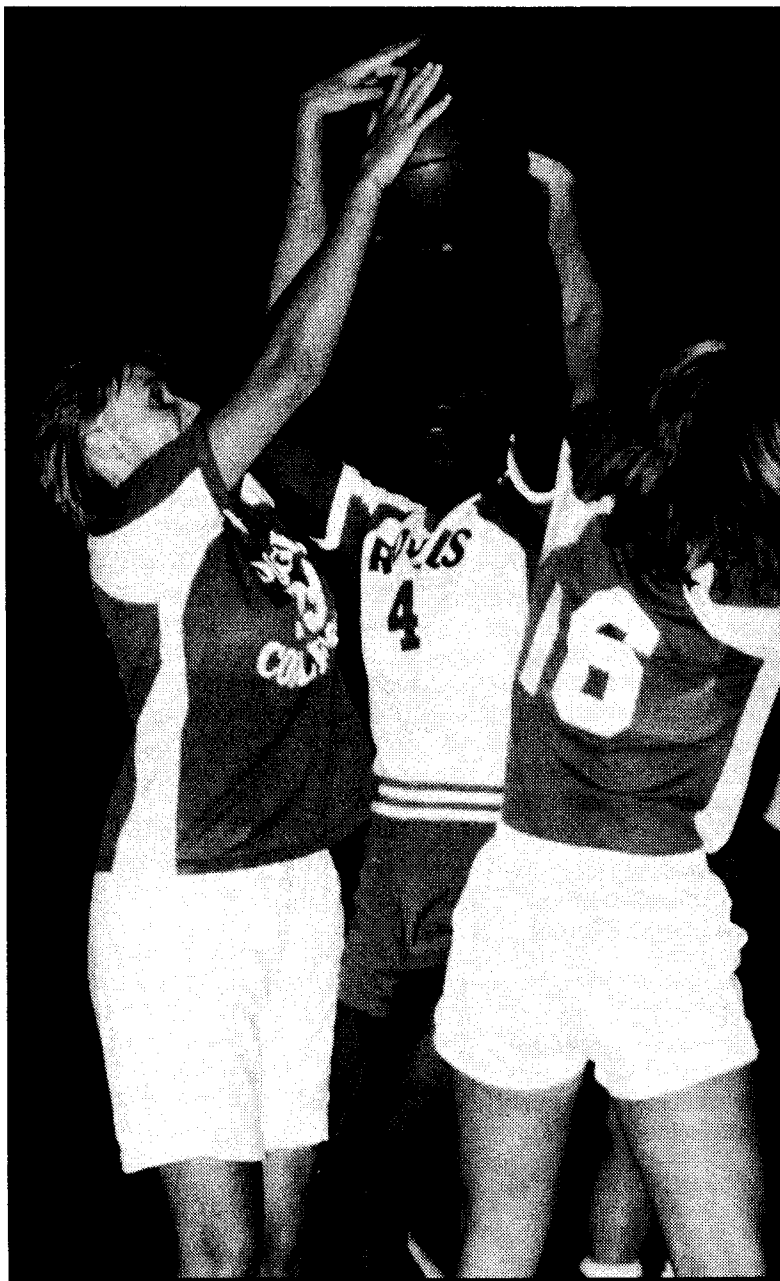
The following is a list of scholarships and bursaries that are available to Douglas College students, but are administered by the UBC Awards Office. Information and applications for these scholarships and bursaries can be obtained from:

The Office of Awards and Financial Aid
The University of B.C.
General Services Administration Building
2075 Westbrook Place, Vancouver, B.C.
V6T 1W5

Deadline for application for these awards is May 15.

- #4707 Dairy Industry Credit Union Scholarship
- #4786 William L. Hurford Memorial Scholarship
- #4718 International Longshoremen's and Warehousemen's Union Entrance Scholarships
- #0530 International Longshoremen's and Warehousemen's Union Undergraduate Scholarships
- #0558 Thomas P. Mayes Scholarship
- #4731 Piping Industry Journeyman Training and Industry Promotion Fund
- #4732 Real Estate Board of Greater Vancouver Entrance Scholarships
- #0547 United Food and Commercial Workers Union, Local 1518, Scholarships
- #4779 Retail, Wholesale Union, Local 517, Scholarship
- #7672 Retail, Wholesale Union, Local 580, Bursaries
- #7939 Retail Wholesale Union Local 580 - Stan Colbert Bursary
- #4793 Telecommunications Workers Union - Thomas Ward Stanley Memorial Scholarship
- #4780 Vancouver Sun Regional College Entrance Scholarship for Sun Carriers
- #4791 VAN-TEL Credit Union - Les King Memorial Bursary
- #4792 VAN-TEL Credit Union - Leo Morris Memorial Bursary
- #4795 Telecommunications Workers Union Scholarship

❖ Program Descriptions ❖



2

diploma & certificate programs

As part of college and community recognition of achievement in the Arts, Commerce and Business Administration, Criminology, Sciences, and General Program areas, Douglas College grants diplomas to students who successfully complete graduation requirements. Depending upon their achievements and interests, students may elect to apply for a diploma in one of seven areas: Associate in Arts, Associate in Commerce and Business Administration, Associate in Criminology, Associate in Early Childhood Education, Associate in Performing Arts, Associate in Science with specialization in the Sciences and Mathematics, and an Associate in General Studies which may include a combination of university transfer and non-transferable courses.

Because many students do not have well-defined career objectives, the Department of Commerce and Business Administration has designed certificate, diploma, and university transfer programs to provide maximum flexibility. The programs are designed to serve the needs of full-time students and of part-time students who may be actively engaged in the professional and business communities.

In order to meet the requirements of these diplomas and the requirements of the universities, a detailed program of study should be worked out in advance and, in consultation with an Academic Advisor. In order to be eligible for a Douglas College Diploma or certificate, at least fifty percent of the credits required for graduation must be completed at Douglas College.

Transfer agreements have been arranged with the University of British Columbia, the University of Victoria, and Simon Fraser University. Transfer to universities outside B.C. is also possible. Upon completion of a College diploma, students are normally eligible to enter university programs at the third year level. Students who have not completed a diploma program may also transfer to university.

Note: For further information on transfer credit and transfer procedures, please contact an academic advisor through Student Services.

A formal application for graduation must be made before the deadline, which is normally three to five months before convocation.

Note: For the exact deadlines for applications for graduation refer to the Important Dates to Remember at the front of the Calendar. Graduation application forms are available at the Office of the Registrar.

academic studies

Certificate Program

The Certificate in Academic Studies recognizes the achievement of students who study on a part-time basis. Students may apply for this certificate upon completion of a minimum of 30 transferable credits provided that at least two courses have been completed from the English or Communications disciplines and that courses have been completed in at least three different disciplines. The certificate is of interest to seniors and those working full-time while pursuing their studies.

academic women's studies

Academic Women's Studies courses are part of the regular offerings of the designated disciplines and may be used as part of the regular university degree programs. Taken separately or in a package, these courses are offered for persons interested in:

- developing an awareness of general concerns of women, both historic and current,
- broadening their knowledge of the psychological, sociological, economic and other factors which contribute to women's roles in contemporary society,
- encouraging and appreciating the contribution that women have made and increasingly make to formal knowledge.

Course	Descriptive Title	Credits
ENG 102	Thematic Approaches to Western Literature	3
HIS 260	Women in Canadian History 1600 - 1920	3
HIS 261	Women in Canada 1920 to present	3
PSY 110	Social Issues: Psychology of Women	3
SOC 240	Role of Women in Society	3

arts program

The Associate in Arts Diploma recognizes the achievements of students in the area of academic studies. Students may apply for the diploma upon successful completion of a minimum of 60 university transferable credits and 20 college courses. Students must complete at least two courses in English or Communications and then complete their credit requirements by taking a variety of first and second year courses in other academic disciplines such as Anthropology, Biology, Chemistry, Computing Science, Creative Writing, Criminology, Economics, Geography, Geology,

History, Mathematics, Modern Languages, Music, Philosophy, Physical Education, Physics, Political Science, Psychology, Sociology, and Theatre. Upon completing the requirements for the Associate in Arts Diploma, students may enter university at the third year level in a discipline in which they have completed the appropriate first and second year courses.

This Diploma also improves job opportunities for those who choose to complete their post-secondary education at Douglas College.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative Education involves alternating academic and work terms.

Note: For information see 'Co-operative Education' in this calendar or contact the Co-operative Education office at 527-5400.

arts management program

The Douglas College Arts Management Program has been carefully designed to offer students the opportunity to acquire knowledge and skills required to execute the fundamental managerial functions relative to both public and private arts organizations. This unique program will work closely with the College's existing performing arts disciplines, as well as the Commerce and Business Department. The 350 seat Performing Arts Theatre is the venue for many college and community theatre productions and concerts, and combined with the College's other excellent facilities provides an ideal learning environment for students in the Arts Management Program.

The two-year program will provide an interesting blend of theory and practice as field placement with related performing arts organizations will be required.

Career Opportunities

This intense two-year program will prepare students for management careers in performing arts organizations and in such areas as marketing, public relations, box office, front of house, and touring. Opportunities also exist in research, community development and general management in Federal, Provincial and Municipal government agencies and Arts Councils, schools, colleges and universities.

The field placement aspect of the program will significantly enhance the student's opportunity for employment in the performing arts industry upon graduation.

Admission Requirements

In addition to the regular Douglas College admission requirements prospective students will be interviewed by the program co-ordinator. Two letters of recommendation as well as a personal resume are also required. Individuals planning a career in arts administration should have some background of professional or amateur experience in the arts.

The Arts Management intake of new students occurs every September and students may enrol on a part-time basis. Although this is a closed enrolment program, students may apply for interviews up to July 31.

Semester I

Course	Descriptive Title	Credits
PFA 102	The Arts in Western Civilization	3
MRK 125	Marketing for the Arts	3
COM 110	Communication for Arts Management	3
OADM 150	Administrative Procedures	3
CIS 410	Microcomputer Concepts and Software Applications	3
		<u>15</u>

Semester II

PFA 101	The Arts and Culture in Canada	3
MRK 225	Marketing the Arts II	3
COM 216	Interpersonal Communication	3
BUS 235	Financial Management for the Arts	3
ARTS 245	Fundraising for the Arts	3
		<u>15</u>

Note: Semester III and Semester IV of the Arts Management Program are under review.

basic occupational education program

The Basic Occupational Education Program provides vocational skill training to adults who have special learning needs and who would be unable to successfully complete standard skill training courses.

The programs are continuous entry, individualized, and self-paced. Applicants must have an individual interview to determine suitability. Enrollment is limited.

The programs rely on specialized training techniques to prepare students for competitive employment. On campus training is in laboratories and classrooms.

Students who have mastered required competencies are placed in one to three practicum sites for continued training. Practica are usually four weeks in duration.

Upon completion of program requirements, students receive a citation in their area of study.

Note: Detailed information and/or applications for admission may be obtained by telephoning program instructors at 527-5484, or the Registrar's Office at 527-5478.

Food Services Option

In this program, students are trained to perform entry level food service tasks including:

Dishwashing,
Pot Scrubbing,
Bussing,
Kitchen Maintenance.

Some students have the opportunity, as well, to learn basic food preparation skills.

Food Services students are initially trained in the college cafeteria. Practicum sites include all types of food service facilities, in all geographic areas served by the College.

Electronic Assembly Option

Special needs students in the Electronic Assembly Program receive training that enables them to work in entry level assembly positions in electronics or related industries. The range of skills taught varies for each student, but typically includes:

Pre-assembly Preparation,
Board Assembly,
Soldering,
Wire Stripping,
Cable Preparation,
Hardware Assembly.

Practica provide continued training and work experience on a variety of specific skills in manufacturing firms throughout the Lower Mainland.

Micrographic Services Option

The training provided in this program will provide students with the skills required to obtain entry level positions in the micrographic services industry. Students will learn to:

Prepare documents to be filmed
Load, operate, and unload microfilming cameras
Monitor film quality
Load film into jackets
Duplicate jackets

Students may also have the opportunity to learn related entry level clerical skills such as basic typing (labels), filing, photocopying, and basic computer data entry.

After completion of on-campus training, students gain work experience through participation on practica. Practicum sites are available through companies that specialize in micrographic service, as well as through organizations with a micrographics department, throughout the lower mainland.

business management programs

The programs include an Associate in Commerce and Business Administration as well as diplomas in Accounting Management, Administrative Management, Computer Information Systems, Construction Management, General Business and Marketing Management. They require, completion of 60 credits of specified course work, with the exception of the Associate in Commerce and Business Administration which requires 63 and Construction Management which requires 66. They provide an introduction to the environment, practices, and underlying principles of business.

Upon successful completion of the required studies, students are awarded a Diploma of Associate in their area of specialization. Areas of specialization include: Accounting Management, Administrative Management, Computer Information Systems, Marketing Management and Commerce and Business Administration.

In four of the programs, (Accounting, Administrative Management, Computer Information Systems and Marketing), students learn the basic principles of business in ten (10) core courses, which are taken in addition to specialized studies that are relevant to their chosen professional field. These programs integrate theory and practice.

The Business Management Diploma Programs include a number of courses with a prerequisite of Math 11 (Algebra 11) or an equivalent. Students are encouraged to complete Math 11 (Algebra 11) before starting these programs. Students are also encouraged to make an appointment with the appropriate convenor(s) to discuss program planning and curriculum advice. Students without Math 11 (Algebra 11) but with considerable work experience may be permitted to register in some of the courses where Math 11 (Algebra 11) is a prerequisite. **Note:** To complete the two-year programs in four semesters (excluding the summer), it is necessary to commence the programs in September. Many students, due to work or other commitments, choose to complete the programs over more than four semesters. Some attend on a part-time basis.

The following core courses are a common requirement of the specialized diploma programs. They need not be taken in a set order except where one course is a prerequisite for another.

Core-Business Management Diploma Program

Course	Descriptive Title	Credits
ACC 110	Principles of Accounting I	3
ACC 210	Principles of Accounting II	3
BUS 210	Management Essentials	3
BUS 320	Business Law I	3
BUS 330	Business Mathematics	3

BUS 470	Business Simulation	3
CIS 110	Introduction to Computers	3
COM 115	Practical Writing	3
ECO 101	The Canadian Economy	3
MRK 120	Basic Marketing	3

Note: 1. General Business, Accounting, and Administrative Management do not require all these courses.

2. Accounting students substitute ECO 150&250 for ECO 101.

accounting management

Diploma Program

There is a steady demand for accountants with professional qualifications. The Douglas College program provides training needed to enter this field. Students who successfully complete the program are eligible for an Associate in Accounting Management. This program matches the content and standards of various courses offered by the professional accounting bodies of the Certified General Accountants' Association, the Society of Management Accountants, and the Institute of Chartered Accountants.

Successful completion of the program can lead to exemption from more than half of the academic program requirements leading to the C.G.A. and C.M.A. (R.I.A.) designations.

If students wish to complete a Bachelor of Commerce (U.B.C.) or Business Administration (S.F.U.) and eventually to proceed to a C.A. designation, students are advised to enroll in the University Transfer Program in Commerce.

Students who are interested only in bookkeeping should consult the Office Administration section of this calendar.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative education involves alternating academic and work terms.

Note: For Information see 'Co-operative Education' in this calendar, or contact the Co-operative Education office at 527-5400.

Employment Opportunities

A graduate of the two-year Accounting Management program is equipped for a junior management position in the accounting department of a small to medium sized firm. Such a position may lead to the management of the financial affairs of the organization such as general accounting, financial management, cost accounting, internal auditing, and accounting information systems.

After graduation and while employed, a graduate may enroll in a further two-year academic program with either the Certified General Accountants Association or

the Society of Management Accountants.

Admission Requirements

General Douglas College admission requirements apply to this program. Students with work experience may also be considered. Because Math 11 (Algebra 11) is a prerequisite to many courses offered in the Accounting Program, applicants should complete Math 11 (Algebra 11) prior to beginning the program. Students without Math 11 (Algebra 11) but with some considerable work experience may be permitted to register in some of the courses where Math 11 (Algebra 11) is a prerequisite.

Commencement Date and Application Deadline

Students may begin classes in September or January. It is advisable to apply as early as possible.

Program Duration

This is a two-year program. In order to complete the program in four consecutive semesters (excluding the summer), it is necessary to begin in September. Many full-time students, however, choose to take longer to complete the program.

This program may also be taken on a part-time basis.

Program Requirements

Semester I

Course	Descriptive Title	Credits
*ACC 110	Principles of Accounting I	3
*BUS 320	Business Law I	3
*BUS 330	Business Mathematics	3
*CIS 110	Introduction to Computers	3
*COM 115	Practical Writing	3
		<u>15</u>

Semester II

*ACC 210	Principles of Accounting II	3
*BUS 210	Management Essentials	3
BUS 420	Business Law II	3
BUS 430	Business Statistics	3
CIS 200	Information Systems	3
		<u>15</u>

Semester III

ACC 310	Accounting Theory I	3
ACC 320	Managerial Cost Accounting I	3
BUS 340	Fundamentals of Financial Management	3
BUS 350	Personnel Practices and Administration	3
ECO 150	Principles of Microeconomics	3
		<u>15</u>

Semester IV

ACC 410	Accounting Theory II	3
ACC 420	Managerial Cost Accounting II	3
*BUS 470	Business Simulation	3
ECO 250	Principles of Macroeconomics	3
*MRK 120	Basic Marketing	3
		<u>15</u>

*Core Courses

Transfer to Professional Accounting Associations

Students who plan to transfer to professional accounting bodies (such as Certified General Accountants of B.C., Institute of Chartered Accountants of B.C., Society of Management Accountants, or Accounting Technologist Professional Program) are advised to contact the receiving body to confirm current program equivalencies prior to registration in Douglas College courses. Information may also be obtained by contacting Students Services at the New Westminster campus or the program convenor.

administrative management

Diploma Program

The Administrative Management Diploma Program offers a core of knowledge and skills in all areas of organization. These can be applied to any area of the business community. The program provides graduates with enough computer application courses to enable them to function in modern organizations. Graduates are able to step into 'management trainee' positions or business for themselves. The program meets the requirements of employers from the commercial, industrial, financial, and public sectors.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative education involves alternating academic and work terms.

Note: For information see 'Co-operative Education' in this calendar or contact the Co-operative Education Office at 527-5400.

Employment Opportunities

Graduates may find employment in entry-level positions in all areas of industry or in trainee positions in the public sector. Individuals with work experience increase their mobility within the management structure of organizations. Students may also pursue entrepreneurial activities.

Admission Requirements

General Douglas College admission requirements apply to this program. Because Math 11(Algebra 11) is a prerequisite to many courses offered in the Administrative Management Program, applicants should complete Math 11(Algebra 11) prior to beginning the program. Students without Math 11(Algebra 11) but with considerable work experience may be permitted to register in some of the courses where Math 11(Algebra 11) is a prerequisite.

Commencement Date and Application Deadline

Students may begin classes in September or January. It is advisable to apply as early as possible.

Program Duration

This is a two-year program. In order to complete the program in four consecutive semesters (excluding the summer), it is necessary to begin in September. Many students choose to take longer than four semesters. This program may also be taken on a part-time basis.

Program Requirements

Semester I

Course	Descriptive Title	Credits
* ACC 110	Principles of Accounting I	3
*BUS 210	Management Essentials	3
*BUS 330	Business Mathematics	3
*CIS 110	Introduction to Computers	3
COM 110	Practical Communications	3
		<u>15</u>

Semester II

*ACC 210	Principles of Accounting II	3
*BUS 320	Business Law I	3
CIS 410	Microcomputer Concepts & Software Applications	3
MRK 350	Personal Selling	3
OADM 450	Automated Financial Planning	3
		<u>15</u>

Semester III

BUS 250	Exploring Business Ownership	3
BUS 310	Administrative Practices I	3
BUS 350	Personnel Practices & Administration	3
BUS 420	Business Law II	3
*MRK 120	Basic Marketing	3
		<u>15</u>

Semester IV

BUS 410	Administrative Practices II	3
*BUS 470	Business Simulation	3
BUS 495	Applied Project	3
*ECO 101	The Canadian Economy	3
OADM 430	Systems Administration	3
		<u>15</u>

*Core Courses

Note: The Canadian Credit Union Institute and the Canadian Institute of Management recognize a number of Douglas College courses toward their respective certificate. Students are advised to contact the CCUI and CIM offices for current course equivalencies before registering in a Douglas College course.

commerce and business administration

Diploma Program

This diploma enables students to seek employment or continue their Business Administration studies. Employment opportunities will depend in part upon a student's course selection.

Admission Requirements

General Douglas College admission requirements apply to this program. Math 11 (Algebra 11) is a prerequisite to many courses offered in the program, and it is recommended that applicants successfully complete Math 11 (Algebra 11) prior to beginning the program.

Commencement Date and Application Deadline

Students may commence classes in September or January. It is advisable to apply as early as possible.

Program Duration

This is a two-year program if taken full-time; it may also be taken on a part-time basis.

Program Requirements

The courses need not be taken in any particular order as long as course prerequisites are met. If specific courses are not offered in a calendar year, consult the Director of Commerce and Business Administration.

Transfer to other Institutions

Students who plan to transfer to another institution after completing the Associate of Commerce and Business Administration Diploma should consult the calendar and transfer guide of the receiving institution for current information on course equivalencies. Grades obtained and combinations of courses taken may influence transferability.

Program Requirements

Program under review. Contact the Commerce & Business Department at 527-5444 for further information.

commerce and business

University Transfer Program

The Department of Commerce and Business Administration has developed transfer programs to SFU and UBC. These programs are for students interested in transferring to UBC to complete a Bachelor of Commerce and Business Administration, or to SFU to complete a Bachelor of Business Administration. Transfer credits have been arranged with the universities so students can complete their first one or two years at Douglas College. Although articulation agreements

exist between institutions, many variables affect the transferability of individual courses. The receiving institution may evaluate courses and adjust grade point requirements according to their respective policies and procedures. It is the students' responsibility to consult the current calendar and transfer guide of the receiving institution for relevant course equivalencies and degree requirements.

computer information systems

Diploma Program

The Computer Information Systems two-year Diploma Program prepares students for a career in the computer industry. The program combines business applications, system concepts, and programming languages.

The two-year Diploma Program gives students a broader business base and more advanced systems and programming courses (including six programming languages) than the one-year Certificate Program (see below).

Transfer credit to the Computer Science area at UBC, SFU, and the University of Victoria is available for many of the Computer Information Systems courses.

Upon successful completion of program requirements, students are eligible for an Associate in Computer Information Systems.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative education involves alternating academic and work terms. Job opportunities are enhanced after completing the co-op option.

Note: For further information see 'Co-operative Education' in this calendar or contact the Co-operative Education office at 527-5400.

CIPS Accreditation

Douglas College is the first college in Canada to be accredited by the Canadian Information Processing Society.

DPMA Model Curriculum for CIS

The Douglas College CIS two-year Diploma Program adheres to the DPMA Model (Data Processing Management Association) curriculum for colleges and universities and has been approved by the Data Processing Management Association.

Employment Opportunities

The rapidly growing computer industry needs Data Processing people. Computer operators, programmers, systems analysts, and microcomputer applications sup-

port staff are constantly in demand by the public and private sectors. Entry level positions, for which graduates are suitable, include: Programmer Trainees, Programmer-Analyst Trainees, Computer Operators, Consultants, CIS Marketing Support Trainees, and Microcomputer Specialists.

Admission Requirements

The prerequisite for admission into the Computer Information Systems Program is successful completion of Math 11 (Algebra 11). All applicants must write a pre-admission computer programmer aptitude test. Successful results are required for admission to the program.

Commencement Date and Application Deadline

The program commences in September for full-time and part-time students. The application deadline is June 1st of each year. Because there is a limited number of seats available it is advisable to apply early.

Some courses may be available for part-time students who begin the program in January. The application deadline for the January intake is October 1st.

Program Duration

This is a two-year program. Completing the program in four consecutive semesters (excluding the summer) requires beginning in September. Some students choose to take longer than four semesters. This program may also be taken on a part-time basis.

Program Requirements

Semester I

Course	Descriptive Title	Credits
*ACC 110	Principles of Accounting I	3
*BUS 330	Business Mathematics	3
*CIS 110	Introduction to Computers	3
CIS 130	Hardware & Data Communications	3
*COM 115	Practical Writing	3
		<u>15</u>

Semester II

*ACC 210	Principles of Accounting II	3
*BUS 210	Management Essentials	3
CIS 200	Information Systems	3
CIS 230	COBOL Programming	3
CIS 250	Pascal Programming	3
		<u>15</u>

Semester III

CIS 240	Structured Programming Techniques & Concepts-PL/1	3
CIS 260	Advanced COBOL	3
CIS 300	MIS/Database Management	3
*ECO 101	The Canadian Economy	3
*MRK 120	Basic Marketing	3
		<u>15</u>

Semester IV

*BUS 320	Business Law I	3
*BUS 470	Business Simulation	3
CIS 430	Fourth Generation Software Languages	3
CIS 450	Assembler Programming	3
CIS 495	Applied Research Project	3
		<u>15</u>

*Core Courses

Note: Students who complete ECO 150 and ECO 250 with a grade of C or better are exempt from ECO 101.

Certificate Program

The Computer Information Certificate Program prepares students for a career in data processing. This one-year program combines business applications, systems concepts, and programming languages necessary for a business environment. Students learn three programming languages and gain skills in accounting and business management. Transfer credit to UBC, SFU and UVic is arranged for many Computer Information Systems courses.

Students successfully completing program requirements are eligible for a Certificate in Computer Information Systems.

Employment Opportunities

The growing computer industry needs trained Data Processing people. Computer operators, programmers, systems analysts, and microcomputer applications support staff are constantly in demand.

Admission Requirements

The prerequisite for admission into Computer Information Systems Programs is successful completion of Math 11 (Algebra 11). All applicants must successfully write a pre-admission computer programmer aptitude test.

Commencement Date and Application Deadline

The program commences in September for full-time and part-time students. The deadline is June 1st of each year. Because there is a limited number of seats available it is advisable to apply early. Some courses may be available for part-time students who begin the program in January. The deadline to apply for the January intake is October 1st.

Program Duration

Full-time students complete this program in one year. It may also be taken on a part-time basis.

Program Requirements

Semester I

Course	Descriptive Title	Credits
ACC 110	Principles of Accounting I	3
BUS 330	Business Mathematics	3
COM 115	Practical Writing	3
CIS 110	Introduction to Computers	3
CIS 130	Hardware and Data Communications	3
		<hr/> 15
Semester II		
ACC 210	Principles of Accounting II	3
BUS 210	Management Essentials	3
CIS 200	Information Systems	3
CIS 210	Intermediate BASIC	3
CIS 230	COBOL Programming	3
		<hr/> 15

construction management

Diploma Program

This program prepares men and women for a variety of positions related to construction and to development of real property.

The program is available to men and women with little or no knowledge of construction, and to those with construction experience who require new skills and knowledge. Experienced applicants may be able to begin their studies part way through the program.

All construction courses are available to part-time and full-time students, and, where enrollment and funding permit, some courses are offered in the late afternoon and evening to accommodate students with daytime employment.

An important feature of this program is that construction courses, (except CON 498) are offered in a modular structure. This allows people from within the industry, as well as students, to select the portions of each course that they most need and which they can take on either a part-time or full-time basis. Individual courses consist of three modules, each with a duration of approximately five weeks and with each module valued as one credit. Credits, therefore, can be accumulated for modules at a rate that is suitable to each individual. Persons with industry experience may, after faculty evaluation, start a course in the second or third module. Registration in all three modules is recommended at the start of the semester to hold the seat for the second and third modules.

Students who successfully complete this program are eligible for an Associate in Construction Management.

Cooperative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative education involves alternating academic and work terms.

Note: For Information see 'Co-operative Education' in the calendar or contact the Co-operative Education Office at 527-5400.

Associate In Construction Management

This Diploma is awarded to students who have received credit for all the courses of the program: currently, 66 credits and 22 courses. Up to 30 advance credits may be awarded towards this Diploma, based on applicable work experience or relevant transferable courses. Requests for advance credit will be assessed by the faculty.

Connections with the Construction Industry

The Construction Management (CM) Program is reviewed regularly by an Advisory Committee. The Advisory Committee is composed of representatives from associations and institutes such as the Amalgamated Construction Association, the Quantity Surveyors Society of British Columbia and others. The CM Program is recognized by the national Construction Management Institute (CMI), which works to provide national standards for training and for accreditation of programs.

The Quantity Surveyors Society of British Columbia recognizes many of the CM courses as equivalent to their examination syllabus, and equivalent credits are granted for these courses.

For further information contact the Quantity Surveyors Society of British Columbia at 1519 8th Ave., New Westminster, V3M 2S5, or telephone (604) 521-3671.

Employment Opportunities

Initially, graduates employed by larger companies might expect to work as a junior estimator, or as an assistant to a project manager or superintendent, or in purchasing. In smaller companies they may be asked to do a variety of tasks.

Some graduates have found positions in fields only indirectly related to Construction. For example, there are job opportunities related to building materials manufacturing and supply, construction equipment, and in government departments.

Admission Requirements

Before registering, all applicants are required to discuss their work experience and education with the Convenor of the program to assess their compatibility and experience with the requirements and objectives of the program.

All applicants should have completed Math 11 (Algebra 11) and Physics 11 (or equivalents) as prerequisites for certain courses. An interest in hands-on computing and an interest in applied physics are assets for the technical aspects of the program.

Commencement Date and Application Deadline

Students may enter the program in September or January. As the courses of the first and third semesters are offered in the Fall and those of the second and fourth semesters in Spring, students are encouraged to enter the program in September to simplify progress through the program. Entering in January is possible, however, as several courses without prerequisites are normally offered then but the selection is not as great. It is advisable to apply as early as possible.

Program Duration

The Diploma in Construction Management can be obtained in four semesters if the program is entered in September. A part-time program takes longer, and careful planning is required in order to advance smoothly through the sequence of courses.

Program Requirements

Semester I

Course	Descriptive Title	Credits
CON 128	Construction Technology I	3
CON 138	Technical Graphics	3
CON 148	Construction Science	3
CON 158	Reading Technical Aids	3
CIS 110	Introduction to Computers	3
COM 115	Practical Writing	3
		<u>18</u>

Semester II

CON 228	Construction Technology - II	3
CON 238	Building Codes & Regulations	3
CON 248	Personnel Relations in Projects	3
CON 268	Cost Estimating - I (Measurement)	3
BUS 210	Management Essentials	3
		<u>15</u>

Semester III

CON 308	Project Management I	3
CON 318	Project Records and Finance I	3
CON 328	Structural Design - I	3
CON 338	Law for Development	3
CON 368	Cost Estimating - II	3
		<u>15</u>

Semester IV

CON 408	Project Management - II	3
CON 418	Project Records and Finance - II	3
CON 428	Structural Design - II	3
CON 468	Cost Estimating - III	3
CON 488	Project Planning & Scheduling	3
CON 498	Special Project	3
		<u>18</u>

residential construction management

This new program which was first offered in the fall of 1988 was prepared by Douglas College in co-operation with the Canadian Home Builders' Association of British Columbia and in conjunction with the Open Learning Authority which will further develop the program for distance-learning across the Province.

The Residential Construction Management program is intended to provide additional education that an individual may require to successfully pass examinations of the Canadian Home Builders' Association.

For further information call or write to Keith Collier or Evan Stregger at the Commerce & Business Administration Department, Construction Management Program.

general business

Diploma Program

The General Business Diploma complements both the career and the university transfer programs. It permits students who are not in the university transfer program to study Commerce and Business Administration. The General Business Diploma is awarded for more individualized programs in Commerce and Business Administration. Students who successfully complete the program requirements are eligible for an Associate in General Business.

Employment Opportunities

The employment opportunities depend, in part, upon a student's course selection and the specific business job skills acquired.

Admission Requirements

General Douglas College admission requirements apply to this program. Because Math 11 (Algebra 11) is a prerequisite to many courses offered by the Department of Commerce and Business Administration, it is recommended that applicants successfully complete Math 11 (Algebra 11) prior to beginning the program. Students without Math 11 (Algebra 11) but with considerable work experience may be permitted to register in some of the courses where Math 11 (Algebra 11) is a prerequisite.

Commencement Date and Application Deadline

Students may begin classes in September or January. It is advisable to apply as early as possible.

Program Duration

Full-time students complete the program in 2 years (4 semesters). It may also be taken part-time.

Program Requirements

Students may select courses in Commerce and Business Administration in which they are particularly interested and for which prerequisites have been met. Some of the courses selected may offer transfer credit to a university, institute, or a professional school. Upon completion of 48 credits* in the Department of Commerce and Business Administration, and 12 other credits, students are eligible to receive a General Business Diploma (the other 12 credits must include 3 credits for COM 115 or COM 110.)

*These 48 credits must be taken from any of the following disciplines: Accounting, Business, Computer Information Systems, Economics and Marketing.

Certificate Program

This program appeals to students with limited and/or specific business job skill requirements. Students may select courses in Commerce and Business Administration in which they are particularly interested and for which prerequisites have been met. Students who successfully complete program requirements are eligible for a Certificate in General Business.

Employment Opportunities

Employment opportunities depend, in part, upon a student's course selection and the specific business job skills acquired. The General Business Certificate is often pursued by mature students with jobs, who wish to upgrade their education and job skills to prepare for advancement.

Admission Requirements

General admission requirements apply to this program. Because Math 11(Algebra 11) is a prerequisite to many courses offered by the Department of Commerce and Business Administration, it is recommended that applicants successfully complete Math 11(Algebra 11) prior to beginning the program. Students without Math 11(Algebra 11), may be permitted to register in some of the courses where Math 11(Algebra 11) is a prerequisite.

Commencement Date and Application Deadline

Students may commence classes in September or January. It is advisable to apply as early as possible.

Program Duration

This one-year program may also be taken on a part-time basis.

Program Requirements

Students who successfully complete 24 credits* in the Department of Commerce and Business Administration, and six other credits are eligible to receive a General Business Certificate. (The six other credits must include three credits for COM 115, or COM 110) For students

who wish to pursue a specialization in Commerce, four 2-year Diploma programs are available in Business Management.

*These 24 credits must be taken from any of the following disciplines: Accounting, Business, Computer Information Systems, Economics and Marketing.

marketing management

Diploma Program

Sales and marketing are important in the modern economy. The Marketing Management Program is designed to prepare students for a career in this area. Teaching techniques emphasize practical marketing skills, with a blend of lectures, case studies, films and simulated 'business-world' exercises.

The Marketing Management Program appeals to students with energy and ambition. Well-developed communication skills are essential. Students who successfully complete the program gain a solid general business education, with specific job skills in selling, advertising, and marketing research and management. Students successfully completing program requirements are eligible for an Associate in Marketing Management.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative education involves alternating academic and work terms.

Note: For information see 'Co-operative Education' in this calendar or contact the Co-operative Education office at 527-5400.

Employment Opportunities

Employment opportunities in marketing and sales, especially in the current economic climate, are numerous and wide-ranging. New international career opportunities for marketers are emerging as British Columbia becomes linked with Pacific Rim countries. Most graduates find entry-level management trainee positions in retailing, financial marketing, or industrial sales. Because marketing plays such a central role in business success, advancement to middle and senior management is a realistic goal for students who apply themselves in these positions.

Admission Requirements

General Douglas College admission requirements apply to this program. Because Math 11(Algebra 11) is a prerequisite to many courses offered in the Marketing Program, it is recommended that applicants successfully complete Math 11(Algebra 11) prior to beginning the program.

Commencement Date and Application Deadline

Students may begin classes in September or January. It is advisable to apply as early as possible.

Program Duration

This is a two-year program. In order to complete the program in four consecutive semesters (excluding the summer), it is necessary to begin in September. Many full-time students, however, choose to take five semesters to complete the program. This program may also be taken on a part-time basis.

Program Requirements

Semester I

Course	Descriptive Title	Credits
*BUS 210	Management Essentials	3
*BUS 330	Business Mathematics	3
*CIS 110	Introduction to Computers	3
*COM 115	Practical Writing	3
*MRK 120	Basic Marketing	3
		<u>15</u>

Semester II

*BUS 320	Business Law I	3
*BUS 430	Business Statistics	3
*MRK 290	Consumer Behavior	3
MRK 350	Personal Selling	3
SSC 140	Human Relations and Organization Behaviour	3
		<u>15</u>

Semester III

*ACC 110	Principles of Accounting I	3
*ECO 101	The Canadian Economy	3
MRK 375	Retailing and Merchandising	3
MRK 390	Marketing Management	3
MRK 391	Marketing Research	3
		<u>15</u>

Semester IV

*ACC 210	Principles of Accounting II	3
*BUS 470	Business Simulation	3
MRK 401	Advertising	3
MRK 410	Sales Management	3
MRK 483	Marketing Practicum	3
		<u>15</u>

*Core Courses.

Note: Students who complete ECO 150 and ECO 250 with a grade of C or better will be exempt from ECO 101.

child and youth care counsellor

This Douglas College program offers courses leading to a certificate in Child and Youth Care Counselling.

The program prepares students for employment in a variety of community settings that provide services to children and to the families of children who are experiencing problems. The settings may be community, residential, or school based.

The major focus of Child and Youth Care Counsellors, is children who are experiencing behavioral, emotional, or social adjustment problems. Students may also work with children who have mental or physical disabilities.

The integration of theory and practice, through field work (practica) and classroom learning, provides a comprehensive educational experience.

The major emphasis throughout the program is the principle of normalization: that all people, regardless of disability, have the right to live as normally as possible and to fully develop their potential.

Note: A brief description of the required courses can be found in the next section of this calendar. Detailed course outlines are available from Student Services. In addition to completing courses offered by the College, a student must hold a valid St. John's Ambulance Standard or Red Cross First Aid Certificate in order to graduate.

Graduates from this program may receive limited transfer credit toward an undergraduate degree offered by the School of Child Care at the University of Victoria.

Criminal Record Search

The Child and Youth Care Counsellor Program at Douglas College places students on practica in child care agencies which are under contract to the Ministry of Social Services and Housing. In order to protect the children, the Ministry requires employees and volunteers in child care agencies to undergo a criminal record search before beginning work. Prospective students must complete a criminal record search before entering the Child and Youth Care Counsellor Program.

Policies on criminal record searches and Consent Forms are distributed through the Office of the Registrar. Applicants are responsible for any costs incurred in the criminal record search.

Full-Time Program

The full-time Child and Youth Care Counsellor program is ten months long. It commences in August and concludes in May.

Note: These semesters are longer than the regular college semester.

Students must accept the practicum to which they are assigned and are responsible for their transportation to and

from these settings. Because the work is demanding and usually involves shift-work, students should not plan on part-time employment while enrolled in the program.

Entrance Requirements

In addition to Douglas College general admission requirements applicants are required to:

- 1) Provide proof of good physical health by submitting a medical certificate (forms are available at the Registrar's Office),
 - 2) Participate in a program orientation process and subsequent student selection process in April/May of each year,
 - 3) Meet the minimum age requirement of 19 years.
- Note:** Enrollment in the full-time program is limited. Interested persons should listen to the tape describing the program before submitting an application. Tapes are available through Student Services. Applicants should keep the Registrar's Office informed of any change of address or telephone number.

Application Deadline and Commencement Date

Applications for the full-time program must be received by April 1. Applicants are encouraged to apply as soon as possible because this closed-enrollment program can accommodate only a limited number of students and because suitable applicants are accepted on a first apply, first served basis. Some applicants may not be admitted in the semester they choose.

The program commences in August.

Part-Time Program

This career program is offered on a part-time basis for students who are either currently working in the field or are experienced volunteers.

The courses are offered in the evening from 1900-2200 hours (7-10 pm). Part-time students may also take courses in the full-time program where seats are available.

Entrance Requirements

In addition to the normal Douglas College admission requirements, applicants to the part-time Child and Youth Care Program must be either:

- 1) Experienced volunteers with at least 100 hours of volunteer time and an on-going volunteer commitment of at least six hours per week. Volunteer experience should be in Child and Youth Care or a closely related Human Service field, or
- 2) Currently working in the field of Child and Youth Care (or closely related Human Service field) with not less than three months cumulative experience.
- 3) Part-time applicant must submit an eligibility form.

Application Deadline and Commencement Date

Applicants to the part-time Child and Youth Care Counsellor program who wish to commence course work in the Fall semester (courses beginning in August) should apply by July 1.

Applicants who wish to begin courses in the Spring semester (courses beginning in January) should apply by December 1.

Program Requirements

Part I (17 weeks)

Course	Descriptive Title	Credits
CCC 100	Human Services- Introductory	3
CCC 113	Learning and Development	3
CCC 101	Behaviour Management	3
CCC 142	Skills & Methods: The Process of Helping	3
CCC 153	Activities and Routines in Living- Introductory	3
CCC 183	Child Care Practicum I	5
*COM 110	Practical Communications for Career Students (commences in Part I, completed in Part II)	<u>3</u>
		23

PART II (17 weeks)

CCC 233	Individual Differences	3
CCC 242	Skills and Methods- The Process of Helping in Groups	3
CCC 201	Family and Change	3
CCC 253	Activities and Routines in Living-Advanced	3
CCC 283	Child Care Practicum	6
*COM 110	Practical Communications for Career Students (completed in Part II)	<u>18</u>

*Program requirement under review.

Note: Before graduation, a current Standard First Aid Certificate must be obtained. It is the student's responsibility to arrange enrollment in a First Aid course. First Aid courses are offered through Douglas College as well as St. John's Ambulance. Students are advised to complete their First Aid requirements prior to starting the program because the practica often involve shift work. To qualify for a Certificate in Child Care Counselling, students must submit a current Standard First Aid Certificate to the Registrar's office BEFORE the deadline to apply for graduation.

community programs and services

Our world is changing at an ever increasing rate. It is becoming ever more complex. Learning enables us to understand and influence some of the changes. Douglas College is a place where people of all ages can come for a variety of life-long learning opportunities. Each year, over 24,000 people from all over the Lower Mainland come to Douglas College for non-credit programs, courses, conferences and events. These learning activities are planned for adults and are designed to provide 'learning for work and learning for life'. Although some credit courses are offered, the emphasis in this program is on non-credit courses.

The Community Programs and Services Division is the part of Douglas College responsible for this non-credit continuing education. In response to community needs, we offer short-term and part-time courses, and some longer term courses as well.

Note: The 'Access Magazine', which lists complete course offerings, is distributed in January and September each year. Please phone 527-5473 for more information or to receive a copy of 'Access'. Program areas are described below.

academic program area

Non-credit courses relating to the Academic Division include: Anthropology, Creative Writing, Criminology, History, Modern Languages, Music, Performing and Fine Arts, Psychology, and others.

Creative Writing

This area offers numerous courses and workshops emphasizing instruction to increase writing skills in such areas as Writing for Children, a mini-series Writing: What it's All About, Travel, Magazines, Romance, Science Fiction Writing, and poetry and courses in the Media Arts.

Criminology/Justice Programs

The Justice Program section provides courses and workshops for the public and members of the justice system. A range of offerings combines needs for public education, 'state of the art' applied knowledge, and specialized training. Presenters include local, national, & international specialists. Recent examples of programs include: Inside the Criminal Justice System (Public), Child Molesters - a Behavioral Analysis (Police), Intervening with Chronic Youthful Offenders (Corrections), and Thriving Under Pressure (Correctional Management).

Music

For children, teens and adults Douglas College has a broad range of offerings including: the Conservatory of Music, Suzuki and Kodaly for children, Performance Groups and more recently non-credit courses on jazz, synthesizer, classical, and other selected topics.

Douglas College Language And Cultural Centre

The Douglas College Language and Cultural Centre is part of the Community Programs & Services Division. It offers a wide selection of language courses, language-related services, history and culture courses, and study tours.

business - related program areas

Courses and programs in this area are designed to assist local businesses and other organizations in enhancing employee development in a fast-changing workplace.

The focus is on encouraging innovation and supporting existing enterprises through courses and programs in:

- office procedures
- computer information systems
- supervisory skills
- sales and marketing
- small business skills

An additional service is on-site training tailored specifically for business and delivered by professionals.

sports institute

The Sports Institute of Douglas College is committed to providing quality programs to those people working in the area of sport, fitness, and recreation.

Courses such as the National Coaching Certification Program, Preschool Recreation Leadership Program, B.C. Sports First Aid Program, and Fitness Certification are offered, together with general interest sessions in coaching, children in sport, etc.

The institute also offers conferences, seminars and is interested in working with the general public in developing specific programs to suit their needs. For further information, contact the Sports Institute at 527-5041.

student services

Centre for Personal Development

The Centre for Personal Development offers non-credit programs, and courses and designed to provide personal growth and development for adults. These courses teach adults skills such as Assertiveness Training, Effective Communications, and Time Management - skills that are required to cope with the pressures and demands of a changing and complex society.

Employment Action Project

The Douglas College Employment Action non-credit programs offer courses of interest to the broad range of people in our community who are concerned with employment issues. Courses are designed to assist participants:

- explore career options
- understand the labour market
- handle the problems of unemployment
- develop effective job search skills
- initiate job creation strategies

Educational programs are also developed to support Community Economic Development activities in our region.

Douglas College is interested in co-operating with groups who are exploring innovative job creation strategies. Non-credit courses and programs can be designed to meet the needs of an identified group of learners. Flexible co-sponsorship arrangements are available.

Returning to Learning

The Douglas College Returning to Learning non-credit programs offer information and skills to members of our community who wish to return to or continue with their education. Courses are designed to help particular groups such as mature learners, women, immigrants or students with disabilities, overcome any barriers they may face in accessing further learning.

Douglas College is interested in co-operating with community groups concerned with access to education. Non-credit courses and programs can be designed to meet the needs of an identified group of learners. Flexible co-sponsorship arrangements are available.

douglas college health education centre

The Health Education Centre offers a broad range of programs and services. Advisory Committees composed of representatives from appropriate constituencies provides guidance and direction for several of the program areas.

Continuing Professional Education

Professionals are assisted to keep up with changes in the health care system, health care needs and professional practice. Programs relating to both clinical aspects and administrative roles are offered. Special attention is directed at nurses in both general and psychiatric settings.

Vocational/Technical Training

Douglas College offers practical programs for a variety of health care workers including: Food Service Aides,

Mental Health workers and Cardiology technicians. These programs are a response to changing needs in health care delivery.

Health and Lifestyle Programs

Interest in health promotion among professionals, other health care workers, and the general public is increasing. A variety of health and lifestyle programs are offered in response to this interest. "Healthstyles", an Adult Health Promotion education program, is featured.

Program Planning Services

The Health Education Centre provides services that include assisting individuals and organizations to assess and meet specific learning needs. Conferences and special events, often planned in conjunction with professional groups and community associations, enable the Health Education Centre to feature timely topics and serve particular client groups.

c.p.r./first aid programs

All levels of C.P.R. training are offered at Douglas College. Certification is by the Canadian Red Cross Society. First Aid courses offered are Red Cross Emergency First Aid, Red Cross Standard First Aid, Standard First Aid Recertification, Industrial First Aid (W.C.B.), First Aid - Treating Your Children, and First Aid for Long Term Care Facilities.

Perinatal Education Program

Douglas College, Simon Fraser Health Units and the Burnaby Health Department work cooperatively to offer a variety of perinatal education programs in several community locations. These include Planning for Pregnancy, regular Prenatal class series, Refresher series, Prenatal In A Day, Prenatal/Postnatal Fitness program and special one session classes. The one time sessions include Sibling Preparation and Vaginal Birth After Cesarean (VBAC) class. For information and registration call 527-5474.

continuing education for social service practitioners

Douglas College is pleased to offer Continuing Education Opportunities for Social Service Practitioners in our community. This program area is designed to provide up-to-date information on issues, theories and practical skills for staff members, board members, supervisors and volunteers. The programs scheduled for this coming semester are designed to make short-term learning opportunities easily accessible to service providers in the College region. Where appropriate, courses are open to lay people and health practitioners.

Douglas College can design and deliver educational ac-

tivities to meet the specific needs of particular community services and agencies. Such events can be initiated throughout the year and are offered on or off campus through flexible co-sponsorship arrangements.

community social service worker program

It has become increasingly more important for professionals and volunteers in the field of Social Welfare to have formal education and training in order to offer effective social services.

Career Opportunities

The Community Social Service Worker nine month program prepares graduates for work in a range of social welfare settings, such as transition houses, seniors' centres, crisis centres, social service agencies, drug and alcohol centres, rehabilitation services, multi-cultural services, mental health services and the Ministry of Social Services and Housing.

Students who successfully complete the program are eligible for a Certificate in Community Social Services.

Admission Requirements

In addition to Douglas College general admission requirements, students must:

- 1) Successfully participate in a formal orientation and selection process to determine suitability and readiness for training.
- 2) Provide evidence they have recently completed at least 100 hours of work (paid or volunteer) in the social welfare field. This experience must have been acquired prior to the time of the selection interviews.
- 3) Submit two letters of reference at the time of the selection process; one of which must come from a former supervisor in the social welfare field and which must verify hours and evaluate work performance.
- 4) Complete a writing skills assessment, during the selection process, which will indicate whether preparatory writing skills studies are needed before entering the program.
- 5) Submit a recent medical certificate at the time of acceptance into the program.
- 6) Minimum age requirement of 19 years.

Suitability is determined on the basis of an overview of the emotional stability, physical health, formal education, unique skills and interests. A cassette tape on the program is available in the Student Services area of the college. Applicants are encouraged to listen to the tape and discuss their plans with an academic advisor. Applicants are contacted by the Registrar's Office and advised of the program orientation meeting at which the dates for the selection process are confirmed. Attendance at both the orientation and selection process meet-

ings is essential.

Readiness of an applicant to enrol in the program on a full time or part time basis will be determined by the faculty selection team based upon specific criteria.

Commencement Date and Deadline for Application

Enrollment in the program is limited. Applications must be submitted by April 1 each year. The program commences only in September.

Program Duration

The program can be taken on a full-time or a part-time basis. The program is a day program which commences at the beginning of the fall semester and extends one month beyond the regular college spring semester.

Program Requirements

Each week students attend classes for three days and spend two days on a practicum site in a social welfare agency. Students also participate in a weekly discussion group which combines theory and practice. A program instructor supervises students during the practicum and facilitates the discussion group. Part-time students may be restricted to one or two courses. Practicum courses must be taken by part-time students during their final two semesters. The courses in the program are listed below and a brief description of each can be found in the calendar under 'Discipline and Course Descriptions'.

Detailed course outlines are available for reading in the Student Services area on campus.

Semester I

Course	Descriptive Title	Credits
CSSW 100	Social Services: Introduction to Social Welfare	3
CSSW 112	Social Services: Lifespan Development	3
CSSW 142	Skills & Methods: Individuals	3
CSSW 162	Skills & Methods: Financial Assistance	3
CSSW 182	Community Social Service Worker: Introductory Practicum	3
COM 110	Practical Communications for Career Students	3
		18

Semester II

CSSW 200	Social Services: Community Work	3
CSSW 201	Social Services: Family and Change	3
CSSW 242	Skills & Methods: Groups	3
CSSW 272	Skills & Methods: Employment Counselling	3

CSSW 282 Community Social
Service Worker:
Advanced Practicum

$\frac{3}{15}$

NOTE: 1) Before graduation, a current basic First Aid Certificate must be obtained. This course is available through Community Programs and Services as Emergency First Aid/CPR A. It is the student's responsibility to obtain this certificate and submit it to the Registrar's Office, before the deadline to apply for graduation, in order to qualify for a certificate in Community Social Services.

2) Returning part-time students are required to have an interview with program faculty to determine readiness to continue studies.

3) Students are strongly advised to complete COM 110 prior to entering the program.

community support worker program

The program prepares students for employment in a variety of settings that offer services to people with mental or multiple handicaps. Students develop knowledge, skills and attitudes which are necessary for successful workers in this field.

Upon completion of this program students receive a Community Support Worker Certificate. In addition, students receive a certificate from the G. Allan Roehrer Institute, which is the Canadian certifying organization. The program is registered as Level II.

Career Opportunities

Employment opportunities are available in programs run by local associations for people with mental handicaps or by other agencies, such as supported employment programs, training programs in community access skills, and residential facilities such as group homes. School districts also employ graduates from this program as teacher's assistants.

Program Duration

The full-time program runs for three semesters over 11 months. The course work provides continuity and integration between the theory and the significant amount of actual experience (practicum) in the community.

Courses in the part-time program are usually offered in the evening. Part-time students may begin in any semester that a suitable course is being offered. Part-time program students' progress is determined by themselves and the schedule of suitable courses. They may accelerate their progress by enrolling in some or all of the full-time program, when seats are available. Students must meet all prerequisite requirements.

Admission Requirements

In addition to Douglas College general requirements, the following specific prerequisites also apply to this program:

- 1) Students' good physical health must be verified by submission of a recent medical certificate when applicants are accepted into the program,
- 2) Students must participate in the selection process, and students interested in the part-time program must be experienced in the field; eligibility forms are available at the Registrar's Office.

Criminal Record Search

The Community Support Worker Program places students on practicum in agencies responsible to the Ministries of Social Services and Housing, Health, Education and Advanced Education. In order to protect the people served by these agencies, employees, volunteers, and practicum students are required to submit to a criminal record search prior to beginning work. Prospective students will be requested to complete a criminal record search prior to entry into the Community Support Worker Program, and conviction for relevant offences may preclude entry. The policy on Criminal Record Search, detailing the guidelines which will be used to screen records, and Consent Forms are distributed through the Office of the Registrar. The applicant will be responsible for any costs incurred in the Criminal Record Search.

Commencement Date and Application Deadline

Applications for the full-time program must be submitted by April 30 of each year. The part-time program accepts new students up to the beginning of each semester (fall, spring, and summer) but early application is recommended.

Program Requirements

The full-time program follows this order for course offerings:

Semester I

Course	Descriptive Title	Credits
HMS 109	Introduction to Community Support	3
HMS 119	Supporting Needs of Children with Mental Handicaps	3
HMS 142	Helping Skills	2
HMS 169	Training Techniques I	3
HMS 179	Augmentative Communication I	1.5
*COM 110	Practical Communications for Career Students (Part 1)	3
HMS 199	Community Support Worker Practicum	4.5
		<u>20</u>

Semester II

HMS 229	Handicapping Conditions	3
HMS 259	Leisure Activities	2
HMS 219	Supporting Needs of Adults with Mental Handicaps	1.5
HMS 242	Group & Teamwork Skills	2
HMS 269	Training Techniques II	3
HMS 279	Augmentative Communication II	1.5
*COM 110	Practical Communications for Career Students (Part II)	
HMS 299	Community Support Worker Practicum	$\frac{4}{17}$

Semester III

HMS 339	Personal Care Needs of People with Multiple Handicaps	3
HMS 309	Community Support - Advanced	3
HMS 342	Family Support Skills	2
HMS 369	Training Techniques III	3
HMS 399	Community Support Worker Practicum	2
HMS 389	Community Support Worker Practicum	$\frac{4}{17}$

*Credit is granted only after the successful completion of both parts (One and Two). This program requirement is currently under review. The course load for full-time program students, is heavy, and it is strongly advised that COM 110 be taken before entry into the program.

Students must accept the practicum they are assigned in community agencies and are responsible for their own transportation. Because of the demanding nature of the field work and the requirement to work shifts when necessary, it is recommended that students plan ahead financially and not be dependent on employment while enrolled in the program.

Part-time students must choose the course Introduction to Community Support (HMS 109) as one of their first four courses. Upon completion of any four of the courses in the program students may undertake a practicum, when a seat becomes available.

consumer and job preparation program for adults with special needs

The purpose of the Consumer and Job Preparation Program is to enable individuals with mental/multiple handicaps to enter appropriate community settings by providing:

- preparation for placement in a work/vocational setting.
- basic consumer training to enable participation in community life.

Areas of Training

The program provides functional training in: Bus Travel Skills, Community Access, Assertiveness, Alternative Communication, Systems Community and Social Interactions, General Household Safety, Interview Skills, Job Training and Supported Work Training.

In addition, the program offers transition training for persons with multiple handicaps who are interested in learning computer skills for employment.

Admission Requirements and Procedures

Referrals are made directly to the College faculty in the program. Referrals may be made by prospective students, parents, associations, social workers, school district personnel. Students must meet College entry requirements.

The program is offered jointly by the Ministry of Advanced Education and Job Training, the Ministry of Social Services and Housing and the Ministry of Health by Community Programs and Services of Douglas College. Fees for students accepted into the program are paid by the Ministry of Social Services and Housing or the Ministry of Health.

Further information contact Consumer and Job Preparation at 527-5175.

co-operative education program

The Douglas College Co-operative Education Program is a unique program which enables students to integrate academic studies with related, practical work experiences. Co-op students alternate semesters of classroom studies with semesters of paid, full-time employment, under the guidance of College faculty. The goal of Co-operative education is to help students develop the necessary confidence and 'hands-on' skills to succeed in today's competitive job market.

The College's Co-op Offices develop work placement contacts with local business, industry and government. Through a competitive application and interview process, students are matched with these co-operating employers. Although the College cannot guarantee work placements to all qualifying students, the Co-op coordinators try to help each student to arrange a suitable placement. Considerable care is taken to match the skills, knowledge and aspirations of each Co-op student with employer requirements.

Co-operative education is offered in conjunction with the following programs: Accounting; Administrative Management; Biology; Computer Information Systems; Construction Management; Criminology; English, Writing and Communications; Geology; Marketing Management; The Performing Arts; Stagecraft; University Transfer Arts and Sciences.

Admission Requirements

To be eligible for the Co-op Program, students must:

- 1) be registered full-time in a program of study at Douglas College (for the purpose of Co-op a total of nine credit hours is enough),
- 2) have completed at least 18 credits at Douglas College prior to their first Co-op work term, and
- 3) have attained a minimum grade point average of 2.33 (C+) in previous course work at Douglas College.

Commencement Date and Application Deadline

The timing of the initial work term varies depending on each student's program of study and the availability of appropriate Co-op positions. Interested students are encouraged to apply to the program early in their first semester of studies to allow the Co-op staff sufficient time to explore potential placements. Applications are as follows:

For Summer placement-	January 15
For Fall placement-	May 1
For Spring placement-	October 1.

Program Requirements

To remain enrolled in a Co-op program, students are required to:

- 1) continue to attend full-time during study terms,
- 2) maintain a grade point average of 2.33 (C+),
- 3) receive satisfactory evaluations of work term performance from both the employer and the college.

Nine College credits will be awarded for each completed work term. Upon successful completion of two work terms, students are eligible for an Associate Diploma (in their area of specialization) with a Co-operative Education designation.

Note: For further information, contact the Co-operative Education Office at 527-5400. The Co-op Office is located in the Student Services Centre, room 2710.

criminology programs

The Douglas College Criminology program offers 3 options. The first is the Associate in Criminology Diploma program; the second is a program of University Transfer and the third is the Criminal Justice Certificate program. New students should consult with an academic advisor at Douglas College to ensure that course selections will lead to their goal.

Diploma Program

Careers in the criminal justice field demand increasing knowledge, skills, and sensitivity. The diploma program seeks to prepare students to enter this field as practitioners or academics with the ability to meet the day to day requirements of their various occupations. Through the study of the central issues in Criminology and the structures and processes found in the Canadian Justice

System students learn to appreciate the complex problems encountered in enforcing the law and punishing offenders.

Students may transfer to a university upon completion of the program to pursue a degree in Criminology or some other field. Students who successfully complete the program are eligible for an Associate in Criminology.

Admission Requirements

Douglas College general admission requirements apply to the Criminology program. An effort is made to offer the complete program to both full-time and part-time students. Students should consult periodically with the Criminology faculty or an academic advisor about course selection and other questions.

Commencement Date and Application Deadline

Students may commence classes in September or January.

It is advisable to apply as early as possible. In order to complete this two-year program in four sequential semesters it is advisable, but not necessary, to start the program in September.

Program Requirements

The student must successfully complete 60 credits of university transfer courses. Program requirements are as follows:

- 1) **Core Courses** (33 credits)
 - Criminology 100, 140, 150, 160, 260
 - Criminology 120 or 170
 - Criminology 251 or 252
 - English 130
 - Philosophy 101, 102, 152, 201 (choose one)
 - Psychology 100
 - Sociology 125
- 2) Criminology courses (12 credits), selected by the student,
- 3) Electives (15 credits), including at least 6 credits of non-Criminology courses. Course options outside the criminology discipline include any university transferable course. The following are suggested as relevant to the Criminology diploma:
 - Anthropology 100, 120, 160
 - Geography 111, 160, 180
 - History 109, 113, 114
 - IDST 100
 - Political Science 120, 135
 - Sociology 230, 240, 250.

Semester I

Course	Descriptive Title	Credits
*CRIM 100	Introduction to the Criminal Justice System	3

*PSY 100	Foundation of Contemporary Psychology	3
*SOC 125	Social Processes	3
*ENG 130	Academic Writing (or any first year literature course)	3
*CRIM 160	Canadian Legal System	3
		<u>15</u>

Semester II

*PHI 101/102/151/201 (choose one)		3
*CRIM 150	Introduction to Criminology	3
*CRIM 260	Criminal Law	3
*CRIM 120/170 (choose one)		3
Elective		3
		<u>15</u>

Semester III

*CRIM 251/252 (choose one)		3
*CRIM 140	Interviewing	3
CRIM	Option	3
Electives		6
		<u>15</u>

Semester IV

CRIM	Option	3
CRIM	Option	3
CRIM	Option	3
Electives		6
		<u>15</u>

*Required core courses

University Transfer Programs

Many Criminology courses are transferable to various degree programs. The University of British Columbia, (including the Faculty of Arts and School of Social Work), Simon Fraser University (including the School of Criminology), University of Victoria, University of Regina and University of Ottawa.

Students intending to transfer to any of these institutions are encouraged to consult the calendar and transfer guide of the receiving institution. Many variables affect course transferability (grades, course combination, etc.) and students must consult the institution they plan to attend after Douglas College for current course equivalencies and transfer information.

Criminology courses, therefore, are useful as transferable electives for students in other programs. Students who are unsure of the transfer status of a course should consult an academic advisor, or for B.C. universities, the course description section of this calendar.

Certificate Program

The Criminal Justice Certificate program appeals to students who do not plan to transfer to university but who want to take a series of courses in the field of criminal justice in order to increase their knowledge of the structures and processes in the Canadian justice system.

For many, this provides an opportunity to consider vocational goals or to prepare for access to justice related occupations. The majority of courses in the program are university transfer courses so students, if they wish, can continue their studies at a university.

A joint certificate in Criminal Justice Studies is offered through the Native Education Centre. Students are selected by the Native Education Centre.

Students who successfully complete the program are eligible for a Certificate in Criminal Justice Studies.

Admission Requirements

Regular College admission requirements apply to this program. An effort is made to provide the complete program to both part-time and full-time students.

Note: Students should consult an academic advisor concerning program plans.

Program Duration

This certificate program can be completed in one year. In order to complete the one-year program in two sequential semesters, it is advisable, but not necessary, to begin the program in September. The program may also be completed on a part-time basis.

Program Requirements

The student must successfully complete 30 credits: 21 credits of core courses, 6 credits of Criminology options and 3 credits of electives (normally any 3 credit course).

The following is a typical program of study for the Certificate in Criminal Justice Studies.

Semester I

Course	Descriptive Title	Credits
*CRIM 100	Introduction to the Criminal Justice System	3
*PSY 100	Foundation of Contemporary Psychology	3
*ENG 130, COM 110, COM 115 (choose one)		3
*SOC 125	Social Processes	3
*CRIM 120	Introduction to Law Enforcement	3
		<u>15</u>

Semester II

*CRIM 160	Canadian Legal System	3
*CRIM 170	Introduction to Corrections	3
CRIM	Option	3
CRIM	Option	3
Elective		3
		<u>15</u>

*Required core courses.

dental auxiliary programs

The Dental Auxiliary Program offers education and training for two levels of dental auxiliaries. The objective of the Program is to prepare dental auxiliaries to practice their technical and professional skills with a high degree of competence.

Students who successfully complete the program receive a Certificate in: Chairside Dental Assisting.

Level I, Basic Chairside Dental Assistant

Dental Assistants provide support services to dentists during client care. These auxiliaries work primarily in private practice, contribute to the efficient delivery of dental services and share in the responsibility for client education.

Level II, Certified Dental Assistant

Registered licensed auxiliaries provide dental services to clients and support services to dentists during client care. The services of Level II auxiliaries focus on preventive care and include those support services provided by Level I dental auxiliaries.

Admission Requirements for Levels I & II

Students entering this program should have an interest in working with people, an aptitude for sciences, a sense of responsibility, a desire for professional service, and be manually dexterous. Before admission students must:

- provide a doctor's certificate stating the applicant is in good physical health and free from communicable diseases,
- successfully complete three (3) tests - Reading (Grade 11 Comprehension test), Writing (Basic Literacy Skills), and Mathematics (Computational Skills), and
- have High School Graduation, or have completed a post secondary course in Reading and Study Skills in the past 12 months, or have completed a course in basic sciences at the Grade 11, 12 or post secondary level.

Commencement Date and Application Deadline

Enrollment in the Dental program is limited to one intake per year. Applications are processed on a first-come, first-served basis, therefore early application is recommended. This closed-enrollment program can accommodate only a limited number of students, therefore, applicants may not be admitted to the semester of their choice.

Program Duration

The program, including a 1 month practicum period, is 10 months in length. Students are placed in dental of-

fices in Vancouver or outlying areas.

Hours: 0800 — 1800 Monday to Thursday.

All students are required to spend Fridays in a Dental Office.

Dress

Students must purchase white duty shoes, uniforms (any colour), lab coats and personal safety glasses and name tags to be worn in all clinical classes and working in a Dental office.

Other

Upon entering the course, students must provide a dental screening form signed by his/her dentist. During the program students are required to take a Cardio-Pulmonary Resuscitation course. This course costs each student an additional \$35.00 (approximately) and is non-credit. Each student is expected to provide twelve (12) patients for the following intra-oral procedures:

- rubber cup prophylaxis
- fluoride treatment
- x-rays
- fissure sealants.

On completion of the program, students are eligible to take the Provincial Certification examination.

Before becoming licensed the student must have:

- Grade 12 or equivalent
- a current CPR Certificate (LEVEL C)

Costs

In addition to tuition fees, the following estimated costs are required:

Clinical and Laboratory attire	\$200.00
Textbooks	300.00
C.P.R. Course	35.00
Instruments and Equipment	235.00
Safety Glasses	50.00

Note: Specific information about the purchase of appropriate instruments, equipment, clinical attire, textbooks and other items is provided at the interview.

Program Requirements

Semester I

Course	Descriptive Title	Credits
CDA 107	Dental Radiology Theory	1.5
CDA 108	Applied Dental Sciences	1.5
CDA 109	Anatomy for Dental Assistants	3
CDA 118	Reception Skills for Dental Assistants	1.5
CDA 111	Basic Dental Assisting Skills	9
		<hr/> 16.5

Semester II

CDA 112	Dental Health Education	3
CDA 114	Pathology & Dental Screening Tests	1.5
CDA 115	Nutrition/Pharmacology	2

CDA 116	Dental Specialties Theory	2
CDA 117	Assisting Skills for Dental Specialties	9
COM 215	Interpersonal Communication for Dental Auxiliary Students	3
		<u>20.5</u>
Semester III (2 months only)		
CDA 360	Intra-oral Skills	10

developmental education programs

Developmental Studies

The Developmental Studies Program offers a variety of courses designed to help adults upgrade their education. DVST courses help students develop skills in reading, writing, study skills, mathematics and science from a basic literacy level onwards. These courses prepare students for further learning in vocational training courses, career programs or academic courses at Douglas College or elsewhere.

In order to help students learn how to study independently as well as in a classroom setting, various instructional methods are used. Instructors are available to give on-going individual help when needed. The focus is on assisting students to develop their own learning potential. A mastery model of evaluation is used in most cases and students receive regular feedback and informal progress reports from their instructors.

Comprehensive developmental studies programs are offered at both the New Westminster Campus and the Maple Ridge Campus.

Program Duration

Students may attend the program on a full-time or a part-time basis. The program is offered from September and continues into May at both locations. Courses are available during the day at both New Westminster and Maple Ridge. However, night courses are available only at the New Westminster Campus.

Selected courses are also offered during the summer semester at New Westminster.

Admission Requirements

In accordance with regular college admission requirements, students should be at least 19 years of age when they enter the program (or be a minimum of 17 years old and have been out of school for one year or more).

All students who apply for admission to the program are assessed in different skill areas. Students are placed in courses at levels appropriate to their current abilities based on the results of these assessments.

At the basic literacy level, students are interviewed to determine placement. Literacy students must be able to

demonstrate the ability:

- To understand and use spoken English,
- To follow oral instructions,
- To verbally express goals and expectations about the program,
- To converse and to ask and answer topical questions.

Commencement Date and Application Deadline

Students may apply for admission to the program throughout the year. First, the regular application form for college admission must be completed. Students wanting to attend the New Westminster campus should then attend an information session. Dates for assessments will be announced at these sessions. Maple Ridge students will attend an interview/assessment appointment held once monthly on a Friday. Maple Ridge students will be admitted as spaces become available once a month. In New Westminster, students begin courses in September, January and May. If classes are full, students are placed on a waiting list.

Financial assistance is available for some students to help offset the cost of courses, books, supplies, etc., from the B.C. Government's Adult Basic Education Assistance Program (ABESAP).

Students should apply for assistance at least one month before they start classes.

Note: For more information about ABESAP, contact the Student Finance and Placement Office at Douglas College at 527-5400.

Students with a sponsor who will pay their fees must inform the Admissions Office and fill out the appropriate forms before classes begin.

Note: For further information phone Developmental Studies at 527-5463. Maple Ridge students can get information by calling 467-6811.

The I Care Project:

Learners who join the 'I Care Project' meet with a trained volunteer once a week. The volunteer tutors teach literacy students reading and writing on a one-to-one basis. All inquiries for basic skills instruction are confidential.

Note: For more information, call I CARE at 527-5409.

Volunteer Tutors Needed

Volunteers are needed to tutor adults in basic literacy skills. Douglas offers free training to adults willing to commit themselves to a tutoring relationship for one year. Training consists of approximately 20 hours of workshop instruction and 10 hours of classroom experience.

Note: For more information, please call I CARE (Individual Community Adult Reading Education) at 527-5409.

Educational Upgrading

Douglas College offers the following courses which, chosen in consultation with counsellors and Developmental Studies instructors, provide preparation for further learning:

DVST 100	Literacy
DVST 110	Mathematics - Literacy Level
DVST 210	Mathematics - Fundamental Level
DVST 220	Spelling - Fundamental Level
DVST 230	Word Study - Fundamental Level
DVST 250	Writing - Fundamental Level
DVST 260	Developmental Reading - Fundamental Level
DVST 310	Mathematics - I
DVST 320	Spelling - Intermediate Level
DVST 341	Learning and Study Skills - Intermediate Level
DVST 350	Writing - Intermediate Level
DVST 360	Developmental Reading
DVST 370	Science - Intermediate Level
DVST 410	Mathematics II
DVST 411	Mathematics III - Advanced Level
DVST 441	Learning and Study Skills - Advanced Level
DVST 450	Writing - Advanced Level
DVST 460	Developmental Reading - Advanced Level
DVST 470	Science - Advanced Level
DVST 472	Biology - Advanced Level A
DVST 473	Biology - Advanced Level B
DVST 474	Chemistry - Advanced Level
DVST 476	Physics - Advanced Level

College Preparatory Courses

In addition to the DVST courses listed above, the college offers a variety of courses designed to assist students to develop the skills necessary to succeed in college. They are of special interest to students who have completed their secondary schooling and have been away from school for a number of years, as well as to students who want to 'brush up' on some basics.

These courses include:

CHE 104	Preparation for General Chemistry
ENG 124	Writing Skills
ESL 145	Lower Intermediate Listening for Students of English as a Second Language
ESL 155	Lower Intermediate Conversation for Students of English as a Second Language
ESL 165	Lower Intermediate Reading for Students of English as a Second Language
ESL 175	Composition for Lower Intermediate Students of English as a Second Language

ESL 185	Pronunciation Skills for Students of English as a Second Language
ESL 245	Upper Intermediate Listening for Students of English as a Second Language
ESL 255	Upper Intermediate Conversation for Students of English as a Second Language
ESL 265	Upper Intermediate Reading for Students of English as a Second Language
ESL 275	Composition for Upper Intermediate Students of English as a Second Language
ESL 345	Advanced Listening for Students of English as a Second Language
ESL 355	Advanced Conversation and Discussion for Students of English as a Second Language
ESL 365	Advanced Reading Skills for Students of English as a Second Language
ESL 370	Practical Writing for Advanced Students of English as a Second Language
ESL 375	Paragraph and Essay Composition for Students of English as a Second Language
ESL 385	Advance Pronunciation Skills for Students of English as a Second Language
ESL 445	College Preparatory Listening and Note taking for Students of English as a Second Language
ESL 455	College Preparatory Discussion and Participation Skills for Students of English as a Second Language
ESL 465	College Preparatory Reading Skills for Students of English as a Second Language
ESL 475	Essay Composition and Research Papers for Students of English as a Second Language
HUD 100	Personal Development
HUD 142	Career Explorations
HUD 144	Career and Lifestyle Planning
HUD 145	Job Search Skills
HUD 152	The Dynamics of Interpersonal Relationships
LIB 111	Skills for College Library Research
MAT 102	Introduction Algebra and Geometry
MAT 103	Intermediate Algebra with Trigonometry

MAT 104	Algebra, Geometry and Trigonometry
MAT 112	College Mathematics
PHY 104	A Preparatory Course in Physics
RSS 100	Reading Skills for College
RSS 110	Study Skills for College

Note: Students are encouraged to consult with an academic advisor in Student Services for assistance in assessing which courses they need.

career and job preparation

Because unemployment is a major social and economic problem in B.C., many men and women are finding it difficult to find suitable employment. Upon request by community agencies or Canada Employment, the College offers a program to help these men and women acquire confidence in their skills, knowledge of the labour market, and job finding abilities. Sections are offered for adults with hearing impairments and emotional disabilities.

Students have the opportunity to tour businesses, industries and training centres and to hear guest speakers from trade unions, business, personal offices, and others. Students also spend a number of weeks in supervised work settings.

english as a second language

English as a second language courses are for students whose first language is not English. Douglas College has many ESL courses in all four language skills: listening, speaking, reading and writing.

The program is a College Preparation program and is most suitable for people who are preparing for further education or training. The classes are for intermediate and advanced ESL speakers.

Students can study full-time (four or five courses) or part-time (one, two, or three courses).

Citation of Proficiency In College Preparation English

Students who receive Mastery in ESL 445 (Listening and Notetaking), ESL 455 (Discussion and Participation), ESL 465 (Reading), and ESL 475 (Composition) are eligible to apply for the Citation of Proficiency in College Preparation English.

Who can apply for these classes?

Canadian citizens, landed immigrants, and those with student, work, or diplomatic visas can apply for admission to these classes.

Note: See Admission Requirements for details.

When and Where are these classes scheduled?

Classes are offered at the New Westminster campus, morning, afternoon, and evening, 12 months of the year. The Fall term is from September to mid-December. The Spring term is from January to April, and the Summer term is from early May to August. Each term is 14 weeks. Most classes are four hours a week.

How do students apply for these classes?

Consult the admission section (1) of this calendar for application procedures.

Once admitted attend an information and testing session. Register in the courses chosen.

Note: For information about courses and orientation sessions visit or phone the ESL Department at:

ESL Department, Douglas College
4th Floor North, 700 Royal Avenue
New Westminster, B.C.,
or telephone 527-5400 or 527-5463.

general educational development test

(GED) The General Educational Development Test is a series of five comprehensive examinations in the areas of Writing Skills, Social Studies, Science, Reading Skills and Mathematics. They are designed to measure as directly as possible the major generalizations, ideas and intellectual skills that are normally gained through 12 years of formal education. Many adults who did not graduate from secondary school have acquired skills, through work and study experiences, at or above secondary school level. The GED tests provide an opportunity for these people to earn an official document that states they have secondary school equivalency. This may help them qualify for better jobs, for promotions or for admission to post-secondary educational institutions.

The credentials issued on the basis of GED test scores are widely accepted as meeting secondary school graduation requirements for purposes of employment, promotion and licensing. In addition, some colleges and universities accept satisfactory GED test scores in place of completed secondary school transcripts for admission purposes. The Ministry of Education cannot guarantee that such certificates will be accepted by employers or post-secondary institutions in every instance; experience in other jurisdictions, however, indicates these certificates may be useful. Additionally, some people may wish to take the tests for personal satisfaction.

The following is a brief description of the five tests:

- 1) Writing Skills Part 1:** covers spelling, diction and style, punctuation and capitalization, sentence structure, logic and organization, and word usage (75 min.).
- Part 2:** requires a written essay of about 200 words on a given topic, measures the ability to organize and express

thoughts in writing (45 min.).

2) Social Studies: questions based on reading passages which cover history, economics, political science, behavioral science and geography. (85 min.).

3) Science: questions pertain to biology, earth science, physics and chemistry; contains two types of questions, 1) which requires an understanding of basic concepts and 2) which are related to specific written information or passages (95 min.).

4) Interpreting Literature and the Arts: questions based on passages from prose literature, practical reading, poetry and drama (65 min.).

5) Mathematics: emphasis is on the ability to solve real-life problems; covers arithmetic (fractions, decimals, averages, etc.), algebra (graphs, factors, equations, etc.), and geometry (area, angles, congruence, etc.). Some interpretation of data contained in graphs, charts, tables and diagrams is required (90 min.).

Requirements

To be eligible to write the test, students must:

- be at least 19 years of age,
- be a British Columbia resident for at least six months immediately preceding the date of application,
- have been out of school for at least one full academic year,
- not have received a Grade 12 graduation certificate from any institution.

Fees

There is a \$25.00, non-refundable administration fee for any or all of the tests; it must be paid at the time of application. Payment should be made by cheque or money order; payable to: Minister of Finance, Government of British Columbia.

Application

Application forms are available from the Office of the Registrar or by writing or phoning:

Chief Examiner GED Testing Program
Ministry of Education
Victoria, British Columbia
V8V 2M4
Telephone: 356-2426

Application forms and the administration fee must be received by the Ministry of Education at least 21 days prior to the testing date and should indicate the students' preferred date and centre for writing the tests. Students will then receive from Victoria a letter verifying the date and location of the testing session. Regularly scheduled testing sessions are held six times a year at Douglas College.

Note: Contact other colleges directly for information about their testing schedules.

Secondary School Equivalency Certificate

Students who complete the tests successfully receive a British Columbia Secondary School Equivalency Certificate. Test records are kept at the Ministry of Education.

The tests are used as a basis for awarding Secondary School Equivalency Certificates in the Provinces of British Columbia, Manitoba, New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island, Saskatchewan, the Northwest Territories, the Yukon Territory and, also, all of the United States, American Samoa, the Canal Zone, Puerto Rico, and the Trust Territory of the Pacific Islands.

Douglas College does not require a Grade 12 standing for admission. Students may be granted admission if they

- are 19 years of age or over on the first day of the current semester, OR
- have not been in regular day-time attendance at school for a minimum of one year, and are at least 17 years of age on the first day of the current semester.

However, students applying for admission to specific programs of study should check the entry in this calendar for additional requirements.

Note: Those interested in enrolling at Douglas College should see a Douglas College Counsellor or Academic Advisor.

Retention of GED Records

The Ministry of Education will retain GED records for only three years. Candidates not successfully completing all five tests will have up to three years to pass the remaining tests before the results of the earlier tests are destroyed.

early childhood education program

The need for qualified adults to work with young children in day care centres and other pre-school facilities has increased significantly in recent years. To meet this need, Douglas College offers an Early Childhood Education Program which prepares women and men for employment in nursery schools and day care centres. Upon completion of all program requirements students receive a Certificate in Early Childhood Education - Department of Social Services and Allied Health.

The program focuses on the development of graduating students qualified for a career in Early Childhood Education. The theoretical material is integrated with field experience. Students spend approximately 20 hours a week, in assigned practicum centres, in direct involvement with young children under the guidance and assistance of sponsor supervisors and course instructors.

The Competencies in Early Childhood Education (Basic) form the basis of this training program. The subjects studied in each semester are: child growth and development; working with children; practicum (field placement); workshop seminar; ECE skills for working with parents, teachers and community; and communications. Areas of emphasis include identifying, evaluating, and implementing theories which promote the healthy development of young children.

The program is approved by the Provincial Child Care Facilities Licensing Board, which keeps a registry of those who have completed basic training. Whereas in the past, graduates of recognized ECE programs were registered as pre-school supervisors, the new CCFLB regulations require completion of 500 hours of work experience after the commencement of training, prior to receiving the provincial qualified pre-school supervisor certifications.

When applying for a qualified position, graduates are required to present a Certificate of Registration with the Provincial Child Care Facilities Licensing Board. All employees in licensed ECE settings must have the certificate or be in training for Aide positions.

Certificate Program

Admission Requirements

In addition to Douglas College admission requirements, attendance at the ECE Program Orientation, demonstration of threshold level reading and successful completion of a personal suitability interview are required for entrance into the program. Students are strongly advised to take a COM 110 (Practical Communications for Career Students) course before enrolling in the ECE program. Applicants must be in good health, possess appropriate vigour and stamina, and exhibit appropriate emotional stability and personality. Age, educational background, life experience, and ability to work in a team setting are considered in the selection of candidates. References, from two persons (other than relatives) familiar with the applicants' experience in working with young children, must be made available at the interview. Applicants should spend a minimum of two full days in a licensed preschool/daycare centre. On acceptance into the program a medical report of the candidates health is required. Before graduation, students must submit a current Standard First Aid Certificate (either St. John's or Red Cross) to the Registrar's Office. The Red Cross Standard First Aid/CPR Level B course is offered at Douglas College.

Commencement Date and Application Deadline

The ECE Basic Program offers both a full-time (day) program and a part-time (evening) program.

The full-time program commences in mid-September with a break in mid-December. The application dead-

line is April 1. Applications are processed on a first-come, first-served basis. Therefore, early application is recommended. This closed-enrollment program can accommodate only a limited number of students, therefore, applicants may not be admitted to the semester of their choice. Part-time students may enter the program in either September or January.

Application deadlines for the part-time program are April 1 and October 1 respectively.

Program Requirements

Semester I

Course	Descriptive Title	Credits
ECE 110	Child Growth and Development	3
ECE 140	Working with Children-Intro	3
ECE 150	Workshop Seminar-Intro	3
ECE 160	ECE Skills for Working with Parents, Teachers, and Community- Intro	3
ECE 170	Program Seminar-Intro	1.5
ECE 180	ECE Practicum (2 days per week)	3
*COM 110	Practical Communications for Career Students	3
		<u>19.5</u>

Semester II

ECE 210	Child Growth and Development-Advanced	3
ECE 240	Working with Children	3
ECE 250	Workshop Seminar-Advanced	3
ECE 260	ECE Skills for Parents, Teachers, and Community-Advanced	3
ECE 270	Program Seminar-Advanced	1.5
ECE 280	ECE Practicum (2 days per week)	3
		<u>16.5</u>

Note: * Program requirements are under review

ece post-basic (level II) training

The post-basic program is an extension of the Douglas College basic ECE certificate Program (Level I). Consequently, graduation from an ECE Basic Training Program, approved by the Provincial Child Care Facilities Licensing Board (CCFLB) or a current Early Childhood Education Certificate from the CCFLB, is a prerequisite for entry into the post-basic ECE courses.

The purpose of this Program is to provide an opportunity for upgrading by ECE graduates. The advanced training leads to a Diploma in Early Childhood Educa-

tion, or to achievement of a provincially recognized ECE Specialization Certificate in the area of:

- working with under three year old children (Infant/Toddler Specialization).
- working with special needs children in integrated early childhood education facilities (Special Needs Specialization).
- administration of early childhood education centres (including out-of-school care)

Each area of specialization, except administration, requires five courses. Two of these courses, 'ECE 430' and 'ECE 460', are core to all specializations. Once a core course has been completed, it can be transferred into any of the specializations of the ECE Post-Basic Program. All courses are worth three credits. Fifteen credits are required to complete a specialization.

Upon successful completion of each specialization requirements, a student will receive:

- An Early Childhood Education Post-Basic Citation in Infant/Toddler Specialization, or;
- An Early Childhood Education Post-Basic Citation in Special Needs Specialization, or;
- An Early Childhood Education Post-Basic Citation in ECE Program Administration

All post-basic courses, except practica, are scheduled for evenings to avoid interference with employment obligations. Practicum students will be expected to spend between 100 and 200 hours outside of their work environment.

Admission Requirements

The application must be accompanied by proof of graduation from an ECE Basic Training Program approved by the Child Care Facilities Licensing Board (CCFLB) or a current Early Childhood Educator certificate from the CCFLB. Students who have been absent from the Douglas College ECE Post-Basic program for one semester or more and Douglas College graduates entering the ECE Post-Basic Program for the first time must also submit an Application for Admission Form.

Commencement Dates and Application Deadlines

ECE post-basic students may enter the program in September (Fall Semester) or January (Spring Semester).

Applications are processed on a first-come, first-served basis. If a course is over-enrolled, students are accepted according to student number seniority, therefore, early application is advisable. No applications are accepted later than one week prior to each semester's registration date.

Program Duration

The Courses in the ECE Post-Basic Program are offered on a rotating basis. Advice from the course instructors is recommended before making course load decisions.

Program Requirements

Infant and Toddler Specialization

Course	Descriptive Title	Credits
ECE 310	Development in Infancy	3
ECE 340	Infant Care and Guidance	3
*ECE 430	Programming for Health, Safety, and Nutrition in ECE	3
*ECE 460	Working With Families	3
ECE380	Infant Care and Guidance Practicum	3
		<u>15</u>

Special Needs Specialization

ECE 450	Mainstreaming in ECE	3
ECE 440	Working with Special Needs Children	3
*ECE 430	Programming for Health, Safety and Nutrition in ECE	3
*ECE 460	Working with Families	3
ECE 480	Special Needs Practicum	3
		<u>15</u>

Administration Specialization (Including Out-of-School Care)

ECE 360	Administration Skills for ECE	3
ECE 410	Compiling and Using Evaluative Information in ECE	3
*ECE 430	Programming for Health, Safety and Nutrition in ECE	3
*ECE 460	Working with Families	3
ECE 330	Out-of-School Care	3
ECE 481	Special Project Practicum	6
		<u>21</u>

*Core Courses

general studies program

The General Studies Diploma at Douglas College is awarded in recognition of individualized achievement in education at the College. The General Studies Program complements both the career and university transfer programs. It enables students to design a framework for studies independent of the requirements for the university transfer program or for specific career-technical programs.

Students may select courses in the calendar in which they are particularly interested and for which the prerequisites have been met. Some of the courses selected may offer transfer credit to a university, institute, or a professional school. Students qualify for the Diploma of General Studies upon completion of 60 credits and 20 courses.

health information technology

Health Information Technology offers interested students the advantage of two program options—a one-year certificate program as a health record technician and a two-year diploma program as a health record administrator. During the first two semesters, both programs have a common curriculum.

In September 1989, the program was transferred from the British Columbia Institute of Technology where it had effectively served the health care industry since 1973. The program has been successfully implemented at Douglas College with a new updated curriculum and computerized lab facilities.

The health record profession is an allied health career with an exciting future. This career combines aspects of business, health, computer science and research in a unique records and information management program. The profession has a solid employment base as well as new opportunities in a variety of health facilities, government agencies and industry.

Career Opportunities

Health record professions make a valuable contribution to the health care system through the collection and management of health information. They provide an essential information support service which contributes to: the delivery and evaluation of patient care; administrative decision-making including financial planning and resource allocation; education of physicians and health professionals; protection of confidentiality; and research.

The Health Information Technology program is fully recognized by the Canadian College of Health Record Administrators (CCHRA). Successful completion of the national examination qualifies the graduate to work anywhere in Canada.

The workload for both options of this program is very demanding due to the large volume of material condensed into a relatively short period of time. Students generally have 30 hours/week of scheduled classes including lectures, practice, seminars and labs. Some of the practice of lab sessions may be held off-campus at an acute care hospital to facilitate the application of theory in a practical environment.

Admission Requirements

In addition to the general Douglas College admission requirements, program applicants will be divided into two groups. Group A will meet all the requirements of Group B PLUS meet additional requirements. Group A applicants will be given preference in the selection procedure.

GROUP A

A. Minimum Requirements: listed under Group B

B. Additional requirements:

- related work experience in health records or other allied health profession
- work experience in computerized information systems or office management
- completion of a program of post-secondary education.

GROUP B

1. Grade 12 graduation with a minimum C average, including Biology 12 and Math 11 (Algebra 11) for the HRT option; Biology 12 and Math 12 (Algebra 12) for the HRA option
2. keyboard skills of 35 wpm or permission of Program Coordinator
3. visit to a health record department in an acute care hospital according to the program guidelines provided on application
4. participation in program orientation session (individual interviews may be arranged under special circumstances)

Program Costs

In addition to tuition fees (based on approximately 19 to 22 credits per semester) the following expenses may be expected:

- textbooks ranging from \$400-600 per year
- professional association membership fees of \$50 - \$100 per year.
- examination fee of \$250 for writing the CCHRA national examination
- practicum expenses for travel and accommodation

health record technician option

The ten-month program for health record technicians is designed to educate students in the technical aspects of health record and information systems. Students become competent in evaluating health records according to specific documentation standards; coding and abstracting; collecting and presenting statistical reports; controlling the confidentiality and release of health information; using computers in relation to health record functions; providing information to support the quality assurance programs; and other technical tasks.

Commencement Date, Application Deadlines and Program Length

The ten-month program starts in September and continues until the end of June. Intake is limited to 12 students and early application is advised. The deadline for applications is May 31.

The program also includes two weeks of practicum in February and an additional seven weeks of practicum in May and June. Students incur costs of travel and living expenses for practicum sessions and may be placed throughout the province for the practicum.

Career Opportunities

The program is designed to prepare graduates for technical responsibilities in health record departments in hospitals and other health agencies. Examples of other health agencies include the Cancer Control Agency of B.C., Workers' Compensation Board, Arthritis Society, greater Vancouver Mental Health Services, etc. The program traditionally has a very satisfactory placement rate for its graduates.

In small health facilities, health record technicians may be in charge of the health record department; in large health facilities, they work under the supervision of a health record administrator.

Program Requirements

Semester I (14 classes, 1 evaluation = 15 weeks)

Course	Descriptive Title	Credits
BIO 107	Anatomy and Physiology	3
CIS 110	Introduction to Computers	3
HISP 100	Health Record Systems 1	4
HISP 101	Applied Medical Terminology	3.5
HISP 102	Applied Pathophysiology	4
HISP 106	Introduction to Coding	3.5
		<u>21</u>

Semester II (13 classes, 2 practicum, 1 evaluation = 16 weeks)

BIO 207	Anatomy and Physiology	3
COM 110	Communications	3
HISP 200	Health Record Systems 2	3
HISP 202	Applied Pathophysiology	3.5
HISP 205	Health Record Practicum	2
HISP 206	Coding and Data Retrieval	4
HISP 210	Health Information Reporting	3
HISP 222	Introduction to Quality Assurance	2.5
		<u>24</u>

Semester III (7 practicum, 1 Intramural = 8 weeks)

HISP 305	Health Record Practicum	7.5
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health record administrator option

This is a two-year diploma program for health record administrators. In addition to the curriculum outlined for training health record technicians, HRAs also study the management of health record departments and their resources in relation to the health care system. This includes the design and implementation of computerized health information systems, employee relations,

development of health record policies and procedures, budgeting, work measurement, financial aspects of clinical information, quality review programs and research, etc.

Commencement Date, Application Deadlines and Program Length

Both year one and year two of this full-time program start in September with an intake of 16 students. The deadline for applications is May 31 and early application is advised. The program is eight months long in first year and nine months long in second year. Health record technicians may apply for direct entry into the second year of the program providing they meet the Math 12(Algebra 12) prerequisite and have completed all semester one and two courses or equivalent.

The program also includes two weeks of practicum in February of first year and an additional nine weeks of practicum in April and May of second year. Students incur costs of travel and living expenses for practicum sessions and may be placed throughout the province for the practicum.

Career Opportunities

Health record administrators may be employed in supervisory or staff positions depending on the size of the health facility and the experience of the graduate. In addition to traditional employment in hospital health record departments, other facilities such as community health centres, government agencies and industry may also employ HRAs to develop, implement and maintain health information systems. Graduates are increasingly involved in data collection and analysis for research.

The placement of graduates has traditionally been very successful in this expanding field.

Program Requirements

Semester I & II

Please refer to the courses listed for the Health Record Technician option.

Semester III (14 classes, 1 evaluation = 15 weeks)

Course	Descriptive Title	Credits
BUS 215	Administrative Management	3
BUS 337	Research Applications 1	3
CIS 410	Microcomputer Concepts and Software Applications	3
HISP 300	Health Record Administration	6
HISP 306	Coding and Data Retrieval	4
HISP 322	Quality Review Programs	3
		<u>22</u>

Semester IV (10 classes, 1 evaluation = 11 weeks)

BUS 315	Supervisory Management	2.5
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BUS 437	Research Applications 2	2.5
CIS 200	Computer Information Systems	3
HSIP 400	Health Record Administration	2.5
HISP 406	Coding and Data Retrieval	3
HISP 410	Financial Management in Health Care	2.5
HISP 422	Quality Assurance for HRDs	2.5
		18.5

Semester V (9 practicum, 1 Intramural = 10 weeks)

HISP 505	Health Record Practicum	9
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home support worker program

There is a rapidly growing demand in B.C. for trained, caring people to work as Home Support Workers. To help meet this demand, Douglas College offers a Home Support Worker Training Program. Home Support Workers provide in-house support to individuals and families in need, such as older persons and those with limiting health problems. The overall goal of the program is to enable students to work as sensitive helpers assisting clients in the home to achieve maximum independence. Typically this support includes: emotional support, basic health care assistance, home care, food preparation and/or assistance with meal management. The program is open both to people wishing to enter the career and to those currently employed as Home Support Workers.

A Citation in Home Support Worker Training is awarded upon successful completion of the program.

Note: See Additional Eligibility Requirements below.

Career Opportunities

The program prepares students for employment in Homemaker/Home Support Worker Agencies. These agencies provide the services of trained homemakers/home support workers to the Ministry of Health, to the Ministry of Social Services and Housing and to private individuals. The program is provincially recognized.

Admission Requirements

In addition to regular college requirements, a minimum age of 18 and an acceptable level of physical and emotional health are required; furthermore, a reading level of Grade 10 or higher is expected.

Program Duration

The program is offered on a part-time basis in the day-time (1 day per week), and consists of FOUR STEPS, each step comprising eight (8) sessions (7 hours each session).

Areas covered are:

- communication skills for Homemakers/Home Support Workers,
- human needs as people grow and develop,
- care of the home, home safety and sanitation, nutrition and meal management,
- Provision of basic personal assistance skills (includes obtaining the S.O.F.A. or equivalent First Aid Certificate),
- Job orientation and occupational development.

Program Requirements

Course	Title	Credits
HMK 100	STEP I	3
HMK 200	STEP II	3
HMK 300	STEP III	3
HMK 400	STEP IV	3
		12

Practicum Requirements

Students must complete all 4 STEPS, but will be granted credits for their Home Support experience (100 successful hours of work in a Home Support setting is required).

New to the field students must complete all 4 STEPS and complete the concurrent practicum course in order to have supervised practical training in a home setting:

HMK 180	25 hours in a home setting
HMK 280	25 hours in a home setting
HMK 380	25 hours in a home setting
HMK 480	25 hours in a home setting.

Additional Eligibility Requirements for Citation

Students have to satisfactorily complete 100 hours in a Community Homemaker setting or equivalent Social Service. Students new to the field may take the course and complete their 100 hours during THE STEPS - I.E. 25 HOURS PER STEP. Eligibility is determined by the college.

long term care aide programs

Basic Program

The Long Term Care Aide Basic Program is 15 weeks long. Twenty students are accepted into each of the two intakes. Students who successfully complete the program are prepared for work in extended, intermediate and personal care settings.

Admission Requirements

In addition to the regular college requirements students must:

- have the ability to speak and understand English at an acceptable level,
- demonstrate reading and comprehension skills, and
- be physically fit

Upgrading (part-time) (Spring Semester only)

This program is the same as the basic program except that it is designed for currently employed aides. LTC 140, LTC 142, LTC 143 and HS 140 run concurrently for 15 weeks. Credits are the same as the Basic Program. Lectures are four hours per week and clinical experience is five hours per week.

Admission Requirements

In addition to the regular college requirements students must:

- demonstrate reading comprehension skills,
- demonstrate mastery of the English language, if deemed applicable, by interview,
- have six months full-time work experience in Long Term Care with Extended Care level clients,
- be recommended by the Director of the facility of employment.

Requirements for Basic and Upgrading Programs

Course	Descriptive Title	Credits
LTC 140	Long Term Care Aide Theory	4
LTC 142	Long Term Care Aide Practice	5.5
LTC 143	Long Term Care Aide Practicum	3
HS 140	Communication Skills in Health Care	2
		<u>14.5</u>

Commencement Date and Application Deadline

The application deadlines for the Long Term Care Aide Program are as follows:

For program beginning in January October 1

For program beginning in September April 1

Because there are a limited number of seats available, students should apply early and may not be admitted to the semester of their choice.

music programs

Douglas College's comprehensive music department offers two-year university transfer programs leading to a Bachelor of Music or Bachelor of Arts degree, and a one-year transfer program to SFU. Transfer is most direct to UBC, UVic, and SFU but many students have arranged transfer to other universities in Canada and the United States. Upon successful completion of all two-year program requirements at Douglas College, a student will receive an Associate in Performing Arts (Music) diploma.

In addition, the music department offers a one-year, college credit program. The Basic Musicianship Program is nontransferable and is designed to meet the needs of those who wish to gain further basic knowledge and skills but are not interested in pursuing a university

music degree, or those who wish to pursue a university degree in music but require preparatory work. Upon completion of all requirements in this program, a student will receive a Basic Musicianship Certificate.

Career Opportunities

Most students intend to pursue a music teaching career in the public school system. The programs at Douglas College do provide a basis, however, from which students can direct further studies to performance, musicology, composition, and others.

Admission Requirements

In addition to meeting the general admission requirements of the College, students must complete the specific entrance requirements as explained below for each program. Prospective students for all music programs should attend a Group Advising Session at which an academic advisor and a member of the music faculty will explain all programs and procedures. For more information about Group Advising Sessions contact Student Services at 527-5486.

university transfer programs

Prospective B.Mus students must demonstrate satisfactory standards in performance and theory either through on-campus testing and auditioning or by other means approved by the music department.

Performance:

The student must perform up to the following equivalent guidelines:

-piano or organ: Grade 10 RCMT or equivalent

-wind, percussion, string instruments, voice and guitar: Grade 6 RCMT or equivalent

Theory:

The student must demonstrate a thorough knowledge of musical rudiments.

basic musicianship program

Apart from the general College admission requirements, no audition or written entrance is necessary. Candidates must consult with the music department, however, regarding the appropriate theory courses.

For more information on entrance requirements contact the Arts and Humanities office at 527-5466 or Student Services at 527-5486.

Commencement Date and Application Deadline

Intake occurs once a year, in September, for full-time program students with the possibility of first time registration for some courses in January subject to permission of the music convenor.

Seats are limited in all programs. Students are encouraged, therefore, to apply as early as possible. As a general rule, applications received after June 1 will be subject to seat availability. More specifically:

University Transfer Program candidates are encouraged to complete auditions and theory entrance tests in May but may do so in August. Only those applicants who audition in May will be eligible for scholarships.

Since there is no audition or theory entrance test for the Basic Musicianship Program, applications will be considered on a first-come, first-serve basis.

Program Duration

It is expected that most students will take a full program, notwithstanding the possibility of transferring courses previously completed at another institution. Students may participate on a part-time basis subject to course admission requirements and seat availability.

Exception: Private music lessons (see below)

The music programs run during the day with some evening requirements in ensemble rehearsals and performances. Students may also have to take an elective in the evening.

Private Lessons

Private music lesson courses include MUS 150, 151, 155, 156, 250, 251, 255, 256, 350, 351, 450, and 451 and are available only to students enrolled full time in the University Transfer or Basic Musicianship Program.

Students will be assigned private lesson instructors from the Douglas College music faculty.

major in general studies

University Transfer Programs

This program is for those wanting an advanced general music education and for those intending to enter such fields as music criticism, music publishing, etc. The General Studies Major also contains the core requirements for the Education Major Streams (see below).

Program Requirements

Semester I

Course	Descriptive Title	Credits
MUS 100	Theory of Music I	3
MUS 120	History of Western Music	3
MUS 130	Concert Band I	
or 140	College Chorus I	1
MUS 150	Private Lessons (Concentration)	2
MUS 161*	Class Piano	
or 151	Private Lessons (Secondary)	1
Elective	English	3
Elective	Liberal Arts	3

MUS 131	(optional) Jazz Band I	1
		<hr/> 16/17

Semester II

MUS 200	Theory of Music II	3
MUS 220	History of Western Music	3
MUS 230	Concert Band II	
or 240	College Chorus II	1
MUS 250	Private Lessons (Concentration)	2
MUS 261*	Class Piano	
or 250	Private Lessons (Secondary)	1
Elective	English	3
Elective	Liberal Arts	3
MUS 231	(optional) Jazz Band II	1
		<hr/> 16/17

Semester III

MUS 300	Theory of Music III	3
MUS 320	History of Western Music III	3
MUS 330	Concert Band III	
or 340	College Chorus III	1
MUS 350	Private Lessons (Concentration)	2
MUS 361*	Class Piano	
or 351	Private Lessons (Secondary)	1
Elective	English	3
Elective	Liberal Arts	3
MUS 331	(optional) Jazz Band III	1
		<hr/> 16/17

Semester IV

MUS 400	Theory of Music IV	3
MUS 420	History of Western Music IV	3
MUS 430	Concert Band IV	
or 440	College Chorus IV	1
MUS 450	Private Lessons	2
MUS 461*	Class Piano	
or 451	Private Lessons (Secondary)	1
Elective	English	3
Elective	Liberal Arts	3
MUS 431	(optional) Jazz Band IV	1
		<hr/> 16/17

* All students whose concentration is not keyboard must do class piano. Those students with advanced keyboard skills will enroll in MUS 151.

major in general studies

Secondary Education Stream

This program is for students intending to teach music at the secondary school level. Upon completion of the B.Mus. degree students will be required to complete teaching certification requirements in an education faculty.

This program is a specialized stream within the General Studies Major. Therefore, in addition to the General Studies requirements listed above, students take the following courses.

Semester III

MUS 163 Class Brass

Semester IV

MUS 164 Class Percussion

major in general studies**Elementary Education Stream**

This program is for students who expect to become elementary music specialists rather than general classroom teachers. (See also B.A., Major in Music degree.) Upon completion of the B.Mus. degree students will be required to complete teaching certification requirements in an education faculty.

Program requirements are the same as those for the Secondary Education Stream.

Bachelor of Arts (Major in Music or Honours in Music)

This program is for students wanting to concentrate on music as part of a B.A. degree. Courses are taken in music theory and music history; some group performance may be elected but no private instruction is available.

The distinction between Major and Honours is the number of course requirements in third and fourth years; the first two years are the same.

Entrance requirements are an interview with a music advisor and a theory test. Students must transfer to a university, after two years, to complete their degree.

Program Requirements**Semester I**

Course	Descriptive Title	Credits
MUS 100	Theory of Music I	3
MUS 120	History of Western Music I	3
Plus other courses		9
		<u>15</u>

Semester II

MUS 200	Theory of Music II	3
MUS 220	History of Western Music II	3
Plus other courses		9
		<u>15</u>

Semester III

MUS 300	Theory of Music III	3
Plus other courses		12
		<u>15</u>

Semester IV

MUS 400	Theory of Music IV	3
Plus other courses		12
		<u>15</u>

Bachelor of Education (Elementary Music Major)

This program is specifically for those wishing to transfer

to SFU and teach music at the elementary school level.

Entrance requirements include an interview with a music advisor.

Program Requirements**Semester I**

Course	Descriptive Title	Credits
MUS 101	Materials of Music I	3
MUS 104	Aural and Sight Singing Skills	3
MUS 121	Style and Form in Western Music	3
MUS 161	Class Piano	1
Electives		<u>6</u>
		<u>16</u>

Semester II

MUS 201	Materials of Music II	3
MUS 204	Aural and Sight Singing Skills	3
MUS 221	Style and Form in Western Music	3
MUS 261	Class Piano	1
Electives		<u>6</u>
		<u>16</u>

college certificate program**Basic Musicianship****Program Requirements****Semester I**

Course	Descriptive Title	Credits
MUS 101 or 102	Materials of Music I Basic Theory	3
MUS 103 or 104	Aural and Sight Singing Skills	3
MUS 121	Aural and Sight Singing Skills	3
MUS 133 or 141	Style and Form in Western Music	3
MUS 155 or 156	Beginning Instrument Ensemble	1
plus 160	Beginning Choral Ensemble	3
Elective	Individual Music Study (1 hr.)	2
	Individual Music Study (1/2 hr.)	1
	Introductory Class Piano	1
	English/Communications	<u>3</u>
		<u>16</u>

Semester II

MUS 201 or 202	Materials of Music II Basic Harmony	3
MUS 203 or 204	Aural and Sight Singing Skills	3
MUS 221	Aural and Sight Singing Skills	3
MUS 233 or 241	Style and Form in Western Music	3
MUS 255 or 256	Beginning Instrumental Ensemble	1
plus 260	Beginning Choral Ensemble	3
Elective	Individual Music Study (1 hr.)	2
	Individual Music Study (1/2 hr.)	2
	Introductory Class Piano	1
	English/Communications	<u>3</u>
		<u>16</u>

1. Note: The choice of theory course is determined by the music faculty.
2. All students in this program must take either MUS 133/233 or MUS 141/241. Students with previous ensemble experience may, with permission of the music faculty, take MUS 130/230 or 140/240.
3. Students taking keyboard lessons as their main applied study must enroll in MUS 155. Instrumentalists and vocalists enroll in MUS 156.
4. Students with previous keyboard experience may, with permission of the music faculty, take MUS 151.

musical instrument construction/ repair program

These programs are designed to help students develop the knowledge and skills required to specialize in the construction or repair of musical instruments. The program focuses on the refinement of manual and diagnostic skills; however, students also acquire knowledge that helps them to operate a successful instrument construction or repair service.

Upon successful completion of program requirements, students are eligible for a Certificate in Musical Instrument Construction or Repair. For students who complete the Certificate in Musical Instrument Construction, there is an advanced program featuring construction of historical as well as contemporary stringed instruments.

Upon successful completion of program requirements, students will be eligible to apply for a Certificate in Advanced Guitar Construction.

Employment Opportunities

Some graduates find employment in shops which sell and repair musical instruments; other graduates, however, choose self-employment.

Admission Requirements

General Douglas College admission requirements apply to this program. Previous woodworking skills are a definite asset.

Commencement Date and Application Deadline

Applications are accepted up to the commencement date of the program. The program normally starts once each year at various dates. Prospective students should contact the department of Commerce and Business Administration for the next commencement date.

Program Duration

These are 41-week programs.

Note: Further information about the Musical Instrument Construction/Repair Program can be obtained by telephoning 527-5460.

Program Requirements

Construction - Basic Program

Course	Descriptive Title	Credits
MIC 210	Introductory Shop and Procedures	3
MIC 220	Component Construction and Assembly	12
MIC 230	Finishing and Completion	9
BUS	Courses as assigned by the department	6
		<u>30</u>

Musical Instrument Construction - Advanced Program

MIC 300	Advanced Guitar Construction	15
MIC 400	Advanced Musical Instrument Construction	<u>15</u>
		30

Repair Program

MIR 110	Stringed Instrument Repair	9
MIR 120	Stringed Instrument Reconditioning and Refinishing	9
MIR 130	Stringed Instrument Rebuilding and Modification	9
BUS	Courses as assigned by the department	3
		<u>30</u>

Note: Program requirements subject to curricular review.

nursing (general)

This program is for students interested in a career in General Nursing. The program runs six semesters. It takes 2 years, and 4 months to complete, including two 2-month breaks. Graduates are eligible to write the Nurse Registration Examinations and are qualified for staff nurse positions in acute care and long term care hospitals. To work in critical care or emergency departments requires additional education and experience. Graduates may also consider applying to enter the 3rd year of the Bachelor in Nursing program at UBC or UVIC.

The content of the Nursing courses has been organized into learning packets with an emphasis on independent study. Major revisions have been made to the program effective September, 1988. This provides all students with a break in July and August each year. Successful graduates are eligible for a Diploma of Associate in General Nursing.

Admission Requirements

Students are selected from two different educational groups:

A group: Students who are in one of the following categories:

- Graduate of Grade 12 with minimum C+ average (67%) based on 3 grade 12 courses plus 2 science courses, one science must be Biology 11 and the other science at the Grade 11 or 12 level (e.g. Biology 12, Chemistry 11, Physics 11)
- Graduate of Grade 12 not meeting the above criteria but with English 12 or Communications 12, plus 2 college level university transfer courses (or equivalent) or Biology 103 and 203 (or equivalent Human Biology courses) with a minimum C+ grade
- Mature student (19 years or older) with 2 College level university transfer courses (or equivalent) or Biology 103 and 203 with minimum C+ grade.

B group: Students who are in one of the following categories:

- Graduate of Grade 12 without the requirements for A group, section 1 or 2.
- Mature student (19 years or older) without the requirements for A group, section 3.

Application

Applicants to the program must:

- at the time of application provide official transcripts from all secondary and post secondary institutions attended. This documentation will be used to place applicants in A or B groups and to determine testing exemptions at the time of application.
- at the time of application have a current CPR level C certificate and a St. John's ambulance or Red Cross Standard First Aid Certificate, or Industrial First Aid along with a heart saver Baby Certification. CPR and First Aid must be current at the time of entry into the program. CPR must be kept current (annually revised) throughout the program.
- demonstrate basic reading comprehension, arithmetic computation and English Writing skills, with satisfactory scores on the Nelson-Denny and Stanford Diagnostic-Blue tests. The Student Services department of the College will help applicants prepare for these tests.
- completion of College level university courses in mathematics, English, Written Communications, and other academic courses can exempt students from the competency tests. Consult the Registrar's Office for information on exemption.
- if English is not the student's native language, demonstrating an ability to speak and understand English during oral assessment. Students in this category should contact the English as a Second Language department at 527-5465 as early as possible.
- agree to attend an interview, if required.
- submit a Criminal Record Search free of a criminal record

- submit a medical certificate that demonstrates satisfactory health and a current record of immunizations before final acceptance.
- submit two personal references before final acceptance

Note: A detailed pamphlet about the Nursing program is available from the Registrar's Office.

Commencement Date and Application Deadline

Each year, this program starts in September and March, each with an intake of 48 students. The deadline for applications is February 1 for the September intake and August 1 for the March intake. The closed enrollment program can accommodate only a limited number of students, therefore successful applicants will not necessarily be admitted to the intake of their choice.

Program Length

The program takes two years, four months, including two 2-month breaks. Students who enter the program in September will complete the program in December two years later. Students who enter the program in March complete the program in June two years later.

Program Requirements

Semester I

GNUR 100	Introductory Nursing Theory: Adult/Elderly	4
GNUR 110	Introductory Clinical Nursing: Adult/Elderly	3
GNUR 112	Nursing Psychomotor Skills	2
GNUR 102	Nursing Theory: Pharmacology I	1.5
GNUR 103	Professional Nursing Interactions I 1.5	
BIO 103	Human Biology I	3
		<u>15</u>

Semester II

GNUR 200	Basic Nursing Theory: Adult	4
GNUR 210	Basic Clinical Nursing: Adult	3.5
GNUR 212	Nursing Psychomotor Skills II	2
GNUR 202	Nursing Theory: Pharmacology II	1.5
GNUR 203	Professional Nursing Interactions II	1.5
BIO 203	Human Biology II	3
		<u>16.5</u>

Semester III (21 Weeks)

7 Week Courses		
GNUR 301	Computer in Nursing	.5
GNUR 303	Professional Nursing Interactions III	1.5
14 Week Courses		

ENG 130	Academic Writing	3
	will be scheduled in the Fall Semester.	
Electives	2 University Transfer Courses	6

NOTE: It is recommended that all required non-nursing university transfer courses be taken PRIOR to entry to the program. They may also be taken at any point DURING the program.

PLUS

The following 7 week courses, taken one pair at a time.

GNUR 305	Nursing Theory: Mother/Newborn	2.5
GNUR 315	Clinical Nursing: Mother/Newborn	2.5
GNUR 306	Nursing Theory: Children	3
GNUR 316	Clinical Nursing: Children	2
GNUR 307	Nursing Theory: Mental Health/Adult	3
GNUR 317	Clinical Nursing: Mental Health/Adult	2
		<u>26</u>

Semester IV

GNUR 400	Intermediate Nursing Theory: Adult	3.5
GNUR 410	Intermediate Clinical Nursing: Adult	4.5
GNUR 412	Nursing Psychomotor Skills III	2
GNUR 403	Professional Nursing Interactions IV	3
		<u>13</u>

Semester V (7 Week Courses)

GNUR 500	Advanced Nursing Theory: Adult	3
GNUR 510	Advanced Clinical Nursing: Adult	3
		<u>6</u>

Semester VI

GNUR 620	Final Clinical Experience	12
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access to general nursing program

access I for LPNs and RPNs

This program is designed for LPNs and RPNs (other than students who have graduated from Douglas College since 1986).

These applicants can enter the current program at the Semester III level by completing a series of qualifying activities. The program takes four semesters with entry in January or May each year. January entrants complete

in June the following year and May entrants complete in December the following year.

Admission Requirements

In addition to the regular College admission requirements, all applicants must submit the following documentation:

- a current license or registration as a Licensed Practical Nurse or Registered Psychiatric Nurse, in any province in Canada.
- written proof of work experience, normally 8 months of full-time continuous employment during the last 3 years in a setting requiring basic bedside nursing skills, or the equivalent in part time employment (1120 hours). Work experience is considered on an individual basis.
- a current CPR level C Certificate. CPR must be current throughout the program.
- a criminal record search that reveals no relevant criminal record.
- a medical certificate signifying satisfactory health, and a current record of immunizations before final acceptance into the program.

Students must also prove basic competency in reading comprehension, writing skills, and arithmetic computations, as demonstrated by a transcript indicating successful completion of appropriate University Transfer courses in Mathematics, English or Written Communications, or other academic courses OR successful completion of the Nelson-Denny Reading Comprehension Test, the Stanford Diagnostic Math Test, Blue Level, and English Writing Skills test. These are administered at the College. Assistance with preparation for these tests is available from the College's Student Services department.

Program Requirements

Students in this program complete GNUR 299 (Two Week Headstart Program) and then Semesters III to VI of the General Nursing Program.

NOTE: A detailed pamphlet on the Access I program is available from the Registrar's office.

Commencement Date And Application Deadline

The deadline for application for the January intake is July 1, and for the May intake is November 1.

access III - For RPNs graduating from douglas college, 1986 - present

This program is designed for Psychiatric Nursing graduates of Douglas College (1986 - present) only.

Applicants will have two university transfer electives plus ENG 130. The program is fourteen calendar

months in length commencing in March or September of each year. Students who successfully complete the program receive a Diploma of Associate in General Nursing. Official transcripts are required for courses taken at other institutes. Applicants entering the program in Semester III B take GNUR 290 (Two Week Headstart Program) and then complete semester III B to VI of the General Nursing Program.

Admission Requirements

- Submission of a current registration card from R.P.N.A.B.C. or other provincial Psychiatric Nursing Association.
- If more than 18 months has elapsed since graduation, submission of written document of work experience in the role of a psychiatric nurse is required. Work experience will be considered on an individual basis.
- Submission of a C.P.R. level C certificate which must be renewed annually throughout the program.
- Submission of a medical certificate indicating satisfactory health and current record of immunization prior to final acceptance in the program.

For applicants who graduate after 1989

(Applicants for whom two years or more has elapsed from graduation to program application)

Having met the preceding criteria, applicants must successfully challenge the Semester II General Nursing theory exams, i.e. GNUR 200, 202, 203, 212 to a predetermined level (currently 67%).

office administration

Four certificate programs are available to students pursuing careers in office administration: Financial Option, Legal Secretarial Option, Medical Office Assistant Option, and Office Systems Option. These programs may be completed on either a full-time or part-time basis. The full-time student may complete one of the certificate options in two semesters and may expect to spend up to 30 hours a week in classes and labs. Seats are limited in all programs and early application is strongly recommended.

Certificate program graduates may also apply to enter the Information Systems and Records Management Diploma Program.

Note: Students must bring both an original and a copy of proof of typing speed on Registration Day in order to enroll in any courses with a typing prerequisite. Acceptable proof would include the following:

A typing speed certificate based on a 5-minute timing issued by another educational institution or government agency.

A letter from an educational institution, written on school letterhead, stating the net speed attained on a five-minute timing; attesting that the test was done on unpracticed material under controlled conditions; and enclosing the test with calculations. Speed is calculated as net words per

minute with two words deducted for each error.

A typing speed certificate issued by the Douglas College Commerce and Business Department. Arrangements for testing can be made by calling 527-5461. Arrangements should be made well in advance of registration.

Evaluation

All Office Administration students will be informed of the evaluation procedures for each course on the first day of class.

financial option

Students in this program receive training in office financial procedures. A strong emphasis is placed on computers. Included in the program are bookkeeping; accounts receivable and payable; cash balancing; petty cash; inventory control; payroll; and business microcomputer applications including word processing, accounting, spreadsheet, database, and graphics. In addition, the student will receive training in keyboarding, general office procedures, mathematical applications, and business communications. Upon successful completion of program requirements, students will be eligible to apply for an Office Administration Certificate, Financial Option.

Employment Opportunities

Graduates may expect to find employment in modern offices, as bookkeepers, data entry clerks, or accounting clerks working with accounts receivable, accounts payable, inventory control, payroll, general ledger, and computers. Many jobs currently advertised as either Secretary/Bookkeeper or Secretary/Accounting Clerk are also potential employment opportunities.

Admission Requirements

General Douglas College Admission Requirements apply (some courses have a typing pre-requisite of 25 net words per minute). Applicants should attend a group advising session (see Student Services). New entrants who have completed formal course work at other institutions may be granted transfer credits.

Commencement Date

The program commences in September (full or part-time) and January (part-time) each year. As seats are limited, early application is advised.

Program Duration: Full-time students who can already type 25 net words per minute should be able to complete this program within nine months. The program can also be taken on a part-time basis, and students who lack the 25 net wpm typing pre-requisites necessary for some course can take OADM 100 Keyboarding during their first semester. (See introductory information on Office Administration for information on proof

of typing speed.)

Program Requirements (Financial)

Semester I

Course	Descriptive Title	Credits
OADM 101	Keyboarding Applications I	2
OADM 105	Introduction to Microcomputers	1
OADM 130	Office Mathematics I	2
OADM 201	Keyboarding Applications II	2
OADM 206	Office Dynamics I	1
OADM 207	Office Dynamics II	1
OADM 230	Bookkeeping I	2
OADM 233	Computer Bookkeeping I	1
OADM 240	Business Communications and Procedures	3
		<u>15</u>

Semester II

OADM 131	Office Mathematics II	1
OADM 208	Office Dynamics III	1
OADM 225	Business Software Applications	2
OADM 236	Payroll	1
OADM 308 or 309	Word Processing (PC) Microsoft Word or WordPerfect	3
OADM 330	Bookkeeping II	2
OADM 333	Computer Bookkeeping II	2
OADM 334	Office Financial Procedures	3
		<u>15</u>
OADM 395	Applied Projects	3

(Offered during months of May and January)

Legal Secretarial Option

Students in this program are trained in legal office procedures; legal terminology; court systems; legal record keeping; bookkeeping; billing clients; and the preparation, filing, and service of legal documents in the areas of Wills and Estates, Family Law, Litigation, Corporate Law, and Conveyancing. In addition, the students will upgrade skills in typing and dicta-typing and will become proficient in two word processing microcomputer programs. Upon successful completion of all program requirements, students will be eligible to apply for an Office Administration Certificate, Legal Secretarial Option.

Employment Opportunities

The employment opportunities for graduates with this certificate are excellent. Most graduates begin as legal trainees in lawyers' offices, while some obtain employment in legal department of financial, real estate and other such firms requiring word processing and legal expertise.

Admission Requirements

General Douglas College Admission Requirements apply (some courses have a typing pre-requisite of 25 or 40 net wpm). Applicants should attend a group advising session (see Student Services). New entrants who have completed formal course work at other institutions may be granted transfer credits.

Commencement Date

This program commences in September (full or part-time) and January (part-time) each year. As seats are limited, early application is advised.

Program Duration: Full-time students who can already type 40 net words per minute should be able to complete this program within nine months. The program can also be taken on a part-time basis, and students who lack the typing prerequisites necessary for some courses can take keyboarding courses during their first semester. (See introductory information on Office Administration for information on proof of typing speed.)

Program Requirements

Semester I

Course	Descriptive Title	Credits
OADM 105	Introduction to MicroComputers	1
OADM 206	Office Dynamics I	1
OADM 207	Office Dynamics II	1
OADM 209	Machine Transcription	1
OADM 215	Introduction to Legal Office Procedures	1
OADM 216	Legal Office Procedures - Wills and Estates	2
OADM 240	Business Communications and Procedures	3
OADM 301	Keyboarding Applications III	2
OADM 308 or 309	Word Processing PC - Microsoft Word or Word Processing PC - WordPerfect	3
		<u>15</u>

Semester II

Course	Descriptive Title	Credits
OADM 208	Office Dynamics III	1
OADM 230	Bookkeeping I	2
OADM 308 or 309	(Students will take one wordprocessing courses not taken in Semester I)	3
OADM 315	Legal Office Procedures - Litigation	3
OADM 316	Legal Office Procedures - Family and Corporate Law	3
OADM 317	Legal Office Procedures - Conveyancing	3
		<u>15</u>
OADM 395	Applied Projects	3

(Offered during months of May and January)

medical office assistant option

Students in this program will receive training in general medical office procedures including scheduling appointments, patient records, and filing. The student receives a sound basic knowledge of anatomy and physiology and an extensive knowledge of medical and pharmaceutical terminology. Medical transcription and the use of the computer for both word processing and medical billing are included. Hands-on training is given in the clinical skills used in the medical office. Upon successful completion of all program requirements, a student will be eligible to apply for an Office Administration Certificate, Medical Office Assistant Option. After one year's experience, students will also be eligible to write the Medical Office Assistant of B.C. certification examination.

Employment Opportunities

Graduates of this program will have the knowledge and ability required for entry level employment in the health clerical worker field. They may obtain employment as a medical office assistant in a physician's office, clinic, public or private hospital, or nursing home. Medical clerical positions are also available in research and care agencies, pharmaceutical firms, medical supply firms and related service businesses.

Admission Requirements

General Douglas College Admission Requirements apply (some courses have typing pre-requisites of 25 or 40 net wpm). Applicants should attend a group advising session (see Student Services). New entrants who have completed formal course work at other institutions may be granted transfer credits.

Commencement Date

This program commences in September (full or part-time) and January (part-time) each year. As seats are limited, early application is advised.

Program Duration: Full-time students who can already type 40 net words per minute should be able to complete this program within nine months. The program can also be taken on a part-time basis, and students who lack the typing pre-requisites necessary for some courses can take keyboarding courses during their first semester. (See introductory information on Office Administration for information on proof of typing speed.)

Program Requirements

Semester I

Course	Descriptive Title	Credits
OADM 105	Introduction to MicroComputers	1

OADM 114	Anatomy, Physiology and Medical Terminology I	3
OADM 151	Medical Office Procedures	3
OADM 230	Bookkeeping I	2
OADM 308 or 309	Wordprocessing PC - Microsoftword Wordprocessing PC - WordPerfect	3
OADM 325	Clinical Office Procedures	3
		15

Semester II

OADM 202	Medical Transcription	4
OADM 214	Anatomy, Physiology, and Medical Terminology II	3
OADM 240	Business Communications and Procedures	3
OADM 252	Medical Billing	2
OADM 261	Pharmaceutical Terminology	1
OADM 301	Keyboarding Applications III	2
		15

OADM 395 Applied Projects
(Offered during months of May and January) 3

office systems option

Students in this program will learn a wide variety of secretarial skills using traditional and automated methods. These skills include keyboarding, machine transcription, introduction to bookkeeping, administrative procedures, communication, and interpersonal skills. On completion of this program, a student will be proficient in two up-to-date and widely used personal computer word processing programs and will have experience with both stand-alone and networked computers. In addition, students will be trained on a variety of other business software programs including spreadsheet, database, and electronic publishing. Upon successful completion of this program, a student will be eligible to apply for an Office Administration Certificate, Office Systems Option.

Employment Opportunities

The demand for secretarial personnel with strong computer skills is increasing in both business and government. Positions available include receptionist, office assistant, junior secretary, clerk-typist, stenographer, administrative secretary, and word processing operator.

Admission Requirements

General Douglas College Admission Requirements apply (some courses have a typing prerequisite of 25 net words per minute). Applicants should attend a group advising session (see Student Services). New entrants who have completed formal course work at other institutions may be granted transfer credits.

Commencement Date and Application Deadline

The program commences in September (full or part-time) and January (part-time) of each year. As seats are limited, early application is advised.

Program Duration: Full-time students who can already type 25 net words per minute should be able to complete this program within nine months. The program can also be taken on a part-time basis, and students who lack the typing prerequisites necessary for some courses can take OADM 100 Keyboarding during their first semester. (See introductory information on Office Administration for information on proof of typing speed.)

Program Requirements

Semester I

Course	Descriptive Title	Credits
OADM 101	Keyboarding Applications I	2
OADM 105	Introduction to Microcomputers	1
OADM 130	Office Mathematics I	2
OADM 201	Keyboarding Applications II	2
OADM 240	Business Communications and Procedures	3
OADM 301	Keyboarding Applications III	2
OADM 308 or	Word Processing PC - Microsoft Word	
OADM 309	Word Processing PC - WordPerfect	
		<u>3</u>
		15

Semester II

OADM 206	Office Dynamics I	1
OADM 207	Office Dynamics II	1
OADM 208	Office Dynamics III	1
OADM 209	Machine Transcription	1
OADM 225	Business Software Applications	2
OADM 226	Electronic Publishing	1
OADM 230	Bookkeeping I	2
OADM 233	Computer Bookkeeping I	1
OADM 308 or	(Students will take one	
OADM 309	word processing courses not	3
	taken in Semester I)	
OADM 420	Information Processing Concepts	<u>2</u>
		15
OADM 395	Applied Projects	3
(Offered during months of May and January)		

information systems and records management

Diploma Program

Students in this part-time program will learn how to implement and apply electronic technologies in the office. Emphasis is placed on the administration of a company's records and computer information systems. Students will strengthen practical skills through the use

of various software packages on the microcomputer. Management functions and supervisory skills that are required in the modern automated office are included. On completion of this program, students will have the ability to:

- apply records management principles to managing information created and stored on various media,
- recommend the most efficient office automation-related technologies for modern offices,
- analyze the impact of office automation as it relates to procedural changes required to integrate information systems,
- apply supervisory and managerial skills in dealing with staff requirements and personnel administration within the office.

Students who successfully complete all program requirements are eligible to apply for a Diploma in Information Systems and Records Management.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative Education involves alternating academic and work terms.

Note: see "Co-operative Education" in this calendar or contact the Co-operative Education Office at 527-5100.

Employment Opportunities

The positions available for graduates of this program are increasingly varied. Advances in office technology are creating opportunities for promotion for office workers in Word Processing Services (Administrative or Correspondence), in Data Processing Services, in Information Storage and Retrieval Systems, in Communication Services, and in Administrative Services.

Job opportunities include positions as supervisors of information processing centres, administrative assistants, records officers and general office managers.

Students should not necessarily expect to enter managerial positions upon graduation. With work experience, however, they have the training and ability to move into managerial positions.

Admission Requirements

For entry into the Records Management Program, students must have:

- A certificate in Office Administration from a post-secondary institution OR a minimum of three years' work experience. Ideally this will be office related; however, other types of experience such as teaching, retailing, etc. should be considered. Prospective students must submit a resume or letter from their employer.

The following requirements apply to specific courses within the program:

- A writing skills assessment (administered by the

Communications Department prior to enrollment in COM 115).

- Proof of typing speed of 25 net wpm (prior to enrolling in OADM 308 or 309).
- It is strongly recommended that students who have not attended an educational institution for several years enroll in a Reading and Study Skills course.

Program Duration

This is a part time program. Courses will be offered during the evenings on a rotating basis over a period of two academic years. Students wishing to enroll in this program are encouraged to contact the Office Administration co-ordinator prior to enrollment to discuss their education objectives. (Phone 527-5460)

Program Requirements

Course	Descriptive Title	Credits
OADM 308	Word Processing PC - Microsoft Word	3
OADM 309	Word Processing PC- WordPerfect	3
OADM 250	Office Management and Control	3
COM 115	Practical Writing	3
CIS 110	Introduction to Computers	3
OADM 340	Records Management I (prerequisite to OADM 440)	3
OADM 350	Financial Math and Accounting Concepts (prerequisite to OADM 450)	3
OADM 430	Systems Administration	3
OADM 440	Records Management II	3
OADM 450	Automated Financial Planning and Control	3
		<hr/> 30
OADM 495	Directed Studies	3
(offered during month of May and January.)		

physical education and recreation

Douglas College offers university transfer programs in physical education and recreation to the University of British Columbia, Simon Fraser University and the University of Victoria. Students may transfer to these universities after completion of either one or two years of study at Douglas College depending on the program and individual institution's requirements. Douglas College physical education and recreation courses are transferable to most Canadian universities and many institutions in the United States that offer physical education and recreation programs.

Students are strongly advised to consult with an academic advisor in Student Services or a faculty member on transfer program requirements as well as to consult with the university to which they wish to transfer.

Career Opportunities

Most students interested in sport, physical education and recreation careers first consider teaching or coaching. However, there are many different careers to choose from, some of which have only recently been identified. These include:

- Teaching at either the elementary or secondary level
- Teaching overseas with international agencies such as C.U.S.O and W.U.S.C.
- Recreation leader and/or administrator
- Fitness instructor and/or director in the community or industry
- Physical therapist
- Athletic trainer
- Athletic coach
- Aquatic director
- Physical education instructor in the armed forces and police
- Recreation facilities management
- Recreation director at holiday resorts and private clubs
- Therapeutic recreation and adapted physical education
- Sports officiating

Students should begin their preparation for a career in physical education, sport and recreation in secondary school. Subjects such as Biology, Chemistry and other sciences, Sociology, health, first-aid, lifesaving, and when available, officiating and recreation leadership are recommended. Participation in sports, whether inter-scholastic, intramural or in the community, is helpful, as is serving as a student team manager, scorekeeper, trainer, statistician, reporter, photographer or official. Some schools offer work-study and teacher aid programs, and community organizations often require volunteers to assist with their recreation programs.

Admission Requirements

Currently there are no admission requirements that apply specifically to physical education and recreation. Students meeting general college admission requirements will be admitted to the program on a first come, first served basis. Students may register in the program in either the fall or the spring semester.

Graduation Requirements

Upon completion of 60 credits and 20 courses a student may apply for an Associate of Arts Diploma.

Physical Education courses may be included in transfer programs leading to a variety of Bachelor Degrees (B.P.E., B.A., B.Sc., B.Ed., etc). Many areas of specialization are contained within these degree programs: Exercise Science, Health and Fitness, Teaching (elementary or secondary), Applied Physiology, Kinesiology, Sports Science, etc.

Transfer is most direct to UBC, SFU and UVic in their respective areas of concentration and students who intend to transfer must contact the receiving institution for

current program planning and course equivalency information.

UBC Note: Students who intend to transfer to UBC Bachelor of Physical Education Degree must demonstrate performance knowledge and ability in a minimum of three competency tests in activities approved by the School of Physical Education and Recreation. A written and practical test must be passed (65%) in each of the following performance areas: aquatics, individual sports/activities, and team sports/activities. Normally, students should complete this requirement before the end of Second year. Arrangements to take tests should be made with the performance competency coordinator prior to the testing periods. The testing periods will be advertised well in advance. Students enrolled in the instruction/coaching option must obtain seven competencies of which four must be Aquatics, Dance, Gymnastics and Team Sports/ Activities.

university transfer programs

Recommended core courses

Semester I

Course	Descriptive Title	Credits
Elective	English	3
Electives	Arts/Sciences	6
PE 105	Introduction to the Study of Sport	3
PE 163	Biodynamics of Physical Activity	3
		15

Semester II

Elective	English	3
Electives	Arts/Science	6
PE 164	Dynamics of Motor Skill Acquisition	3
PE 263	Analysis of Individual Sport and Dance Performance	3
PE 103	Conditioning for Sport and Physical Activity	3
		18

Semester III

Elective	English	3
Electives	Arts/Science	6
BIO 304	Functional Anatomy and Applied Physiology in Physical Activity I	3
PE 195	Physical Growth and Motor Development	3
		15

Semester IV

Elective	English	3
Electives	Arts/Science and/or Commerce	6
BIO 404	Functional Anatomy and Applied Physiology and Physical Activity II	3
PE 205	Sport in Canadian Society	3
PE 300	Analysis of Performance in Team Sports	3
		18

Optional recommended courses depending on specialization

Course	Descriptive Title	Credits
PE 141	Swimming/Gymnastics	3
PE 142	Volleyball/Basketball	3
PE 143	Rugby/Soccer	3
PE 144	Track & Field/Curling	3
PE 145	Tennis/Badminton	3

Coaching Diploma

Douglas College is currently developing a 5 semester coaching diploma program. The program will accept 30 students in September 1990, specifically in gymnastics, figure skating and aquatics.

The program will train and prepare coaches for a career in club coaching, and will also provide a link with the Bachelor of Physical Education (coaching) degree at U.B.C. and the National Coaching Institute housed at the University of Victoria. Students will graduate with Level III of the N.C.C.P. program, and a wide variety of business, marketing and communication skills. The course will stress generic as well as sport specific coaching techniques and the possibility of a paid co-operative learning practicum is being explored.

The program has the approval of the provincial sport governing bodies involved.

Further details will be available at the end of the Spring semester. For further information contact Chris Johnson, or Gert van Niekerk at 527-5400.

Sports Institute

Douglas College has made a major commitment to assisting the many people working with the various agencies involved in sport and recreation in the Douglas College region. Over the last decade, there has been a substantial increase in the knowledge and information available to coaches, trainers, parents, teachers and athletics, and in order to provide the best possible services to everyone involved in this area, the College is offering courses to pass on much of this new information.

Courses such as the National Coaching Certification Program, which in some municipalities is now mandatory for coaches, the Sport Aid Program, which gives the basics of first aid for those involved in sport and recreation will be offered. Courses designed to increase employment opportunities such as the Fitness Leadership Program, and the Summer Recreation Leadership Program will be offered. The College can also make available for community use: classroom space, gymnasium space, audio-visual materials for meetings, lectures, chalk talks, video presentations, etc. (In some cases, there may be a small fee.)

This year, the Sport's Institute will be offering workshops that can be delivered specifically for your

group in your community. Whether it be parents, players, coaches, administrators, officials, etc., we can help you set up courses, programs, workshops, etc. For more information, please call Chris Johnson.

If you have any suggestions for future courses, workshops, conferences, etc., if we can assist you with articles, information or other services, or if you need to know something about the sports and recreation opportunities available to you, please call Chris Johnson, at 527-5041.

Athletics and Intramurals

Intramurals are organized on a semester basis for individuals and teams. Indoor soccer, floor hockey, three on three basketball and co-ed volleyball are made available to the student body each Thursday between 12-2 p.m. Students may use the gymnasium, weight room, fitness or combatant's room whenever free, and may borrow equipment simply by presenting a valid student card to the Facilities Manager.

Clubs function throughout the semester with a small fee required to offset the cost of instruction. Boxing, fencing, karate and judo are some of our current clubs. Students interested in a particular activity are invited to form a club. See the Intramural Co-ordinator or the Student Society for details.

Inter-collegiate athletic activity is provided by membership in the British Columbia Colleges Athletic Association which is the conference representing colleges in British Columbia and is one of seven (7) provincial associations comprising the Canadian Colleges Athletic Association.

Douglas College were the 1989 B.C.C.A.A. champions in men's and women's basketball and the silver medalists in men's golf and badminton. Bronze medals went to ice hockey and women's volleyball. Basketball will continue to be very strong as will volleyball. Douglas College is one of ten (10) B.C. colleges which offers the opportunity for participation in a national Championship. For further information contact the Co-ordinator of Athletics and Intramurals at 527-5043.

print futures

A professional writing program

Print Futures is a new two-year diploma program developed by the English and Communications Department for students interested in a career in the writing field. This program will include training in a variety of skills required by the professional writer such as research, writing and communication theory, fiction and non-fiction writing, workplace writing, in-house publishing, editing, desktop publishing, general publishing, and book production. The program will include electives in a number of academic departments.

The program is expected to commence in the Fall semester, 1990. Details about the program, courses, prerequisites, and program start-up will be publicized during the Summer semester, 1990.

psychiatric nursing

This six semester, two year program is for students who are pursuing a career in psychiatric nursing. Graduates are eligible to write the Registration Examinations of the Registered Psychiatric Nurses Association of B.C.

Graduates of the program are able to provide safe, comprehensive psychiatric nursing care in Acute and Long Term Psychiatric and Geriatric care settings, in facilities for the mentally handicapped and in Long Term Care setting. Graduates are able to function at a beginning level in specialty areas such as child/adolescent, forensic psychiatric, and community mental health settings.

First year courses develop basic nursing knowledge and skills and provide a foundation of concepts and skills for second year courses. The second year focuses upon the development of specific knowledge and skills for providing psychiatric nursing care.

The content of the program is taught in classroom and clinical settings. Practical experiences are provided in local hospitals, mental health facilities and community facilities.

Students receive a Diploma of Associate in Psychiatric Nursing upon completion of the program.

Personal characteristics that aid success in this career include: sensitivity, self-awareness, tolerance, integrity, and the ability to aid emotionally distressed individuals.

Admission Requirements

At the time of application students must submit **official transcripts** from all secondary and post-secondary institutions attended. This documentation will be used to place applicants in category A or B and to determine testing exemptions.

1. Students are selected from two different educational groups:

Category "A"

- Graduation from Grade 12 with a C+ average or better, including Biology 11 (or Biology 12) plus one other science at the Grade 11 or Grade 12 level.
- Graduation from Grade 12 (with English 12 or Comm 12) plus 2 college level U.T. courses.
- Mature student with 2 College level U.T. courses.

Category "B"

- Mature student (19 years or over) without the requirements of Category A.
2. Admission Tests
- Douglas College Writing assessment/LPI (score greater than 30/60 on the essay component).
 - Nelson-Denny (Grade 11 level).

- Stanford Diagnostic Math Test - Blue Level, minimum Stanine of 5.
- 3. Language Requirement
 - Demonstrate competence to speak and understand the English language
- 4. Admission Interview
 - Satisfactory interview based on established criteria
- 5. Additional Requirements on Entry
 - C.P.R. LEVEL C.
 - Standard First Aid or Industrial First Aid and Baby Heart Saver.
 - Medical Assessment to indicate satisfactory level of health.
 - Completed Immunization - TB screening and rubella titre.
 - Criminal Record Search.

Exemptions To Admission Criteria

1. Nelson-Denny Reading Comprehension Test
 - Evidence of successful completion of six credit hours academic course work at the College/University level where English is the first language.
2. Stanford Diagnostic Math Test - Blue Level
 - Successful completion of any College/University level mathematics or statistics course, or successful completion of DVST 210.
3. Writing Assessment
 - Successful High School Provincial Writing Assessment Test conducted by Educational Measurement Research Group of B.C.
 - Successful completion of a remedial College level preparatory writing course (e.g., Com 105, Eng 130 or an equivalent course) or
 - Successful completion of a 1st year College level English or Written Communications course or equivalent.

Admission criteria are currently under review.

Commencement Date and Application Deadline

This program starts in September and in January, each with an intake of 56 students. The deadline for applications is April 1st for the September intake and October 1st for the January intake.

Program Requirements

Level I (7 weeks)

Course	Descriptive Title	Credits
PNUR 100	Psychiatric Nursing Theory I: Introduction	2
PNUR 102	Introductory Pharmacology	1
PNUR 103	Psychiatric Nursing Interactions	1.5
PNUR 110	Psychiatric Nursing Clinical I: Introduction:	1.5
PNUR 112	Psychomotor Skills I	1
BIO 103	Human Biology I (1st 7 weeks of course only; continued in Level II)	3
		<hr/> 10

Level II

PNUR 200	Psychiatric Nursing Theory II: Common Health Problems Medicine	3
PNUR 202	Pharmacology of Commonly Prescribed Drugs	1.5
PNUR 203	Psychiatric Nursing Interactions II	3
PNUR 210	Psychiatric Nursing Clinical II: Common Health Problems - Medical	4
PNUR 212	Psychomotor Skills II	2.5
BIO 103	Human Biology I (Last 7 weeks)	
BIO 203	Human Biology II (First 7 weeks of course only; continued in Level III)	3
		<hr/> 17

Level III

PNUR 300	Psychiatric Nursing Theory III: Common Health Problems - Surgical	4
PNUR 303	Psychiatric Nursing Interactions III	1.5
PNUR 310	Psychiatric Nursing Clinical III: Common Health Problems - Surgical	5
PNUR 312	Psychomotor Skills III	2.5
PSY 100	Foundations of Contemporary Psychology	3
BIO 203	Human Biology II (Last 7 weeks)	
		<hr/> 16

Level IV

PNUR 400	Psychiatric Nursing Theory: Dysfunctional Patterns of Behaviour	4
PNUR 403	Psychiatric Nursing Interactions IV	3
PNUR 410	Psychiatric Nursing Clinical IV: Dysfunctional Patterns of Behaviour	5
PSY 220	Introduction to Child Development	3
		<hr/> 15

Level Va (7 weeks)

PNUR 500	Psychiatric Nursing Theory Va: Handicapping Conditions	2
PNUR 503	Psychiatric Nursing Interactions V (continued in Level Vb)	
PNUR 510	Psychiatric Nursing Clinical Va: Handicapping Conditions	2.5
PNUR 590	Psychiatric Nursing Issues (continued in Level Vb)	1.5

ENG 130	Academic Writing (continued in Level Vb)	$\frac{3}{9}$
Level Vb (7 weeks)		
PNUR 502	Psychiatric Nursing Theory Vb: The Elderly	2
PNUR 503	Psychiatric Nursing Interaction V	3
PNUR 511	Psychiatric Nursing Clinical Vb: The Elderly	2.5
PNUR 590	Psychiatric Nursing Issues	
ENG 130	Academic Writing	$\frac{3}{7.5}$

Level Vc (7 weeks)		
PNUR 504	Psychiatric Nursing Theory Vc: The Chronically Mentally III	2
PNUR 506	Psychiatric Nursing Interactions VI	1.5
PNUR 512	Psychomotor Skills IV	1
PNUR 514	Psychiatric Nursing Clinical Vc: The Chronically Mentally III	2.5
		$\frac{7}{7}$

Level VI (14 weeks)		
PNUR 600	Advanced Psychiatric Nursing Concepts	3
PNUR 610	Psychiatric Nursing Preceptorship	$\frac{8}{11}$

Access to the Psychiatric Nursing Program

Students wanting to gain entry to the program at Level II or higher should contact the department to discuss advance entry. Assessment for entry into the program is done on an individual basis.

post basic program

The post basic program is a clinical specialization program for Registered Psychiatric Nurses and Registered Nurses with appropriate experience and education.

The purpose of the program is to provide a higher level of knowledge and skill for nurses working within specialized areas in psychiatric nursing. The program consists of a series of core courses required for all students plus a theory course and clinical course for each of the specialty streams. The program is offered in a distance education, independent study format with tutorial support through mail and telephone communication.

Upon successful completion of the program, a student will receive an Advanced Diploma in Psychiatric Nursing in the specialty. Graduates from this program will find employment in a variety of specialty areas within psychiatric nursing including community, child and adolescent, forensic, gerontology, and with the mentally handicapped. Graduates of this program will also have

increased employment opportunities in different roles within a variety of settings.

science program

Students who take a comprehensive range of first and second year university transferable science and mathematics courses are eligible for the Diploma of Associate in Science. Those who have completed the requirements for this diploma may enter directly into the third year of studies at British Columbia universities in the disciplines for which they have successfully completed the appropriate first and second year level courses. This certification is useful, also, to students who do not go to university after graduation from Douglas College, because it proves their ability to handle a wide range of scientific topics. The Diploma of Associate in Science is granted after completion of:

- 3 subjects from List A (a SUBJECT includes all the courses listed in parentheses after the subject name), and
- 2 subjects from List B, and
- 2 additional courses from List C, and
- Any 1st Year University Transfer English course, and
- Any 7 Douglas College university transfer credit courses.

List A

Biology	BIO 110, BIO 210
Chemistry	CHE 110, CHE 210
Computing Science	CMPT 110, CMPT 210
Geology	GEOL/GEOG 120, GEOL 210
or	GEOL/GEOG 120, GEOG 110
Mathematics	MAT 120, MAT 220
Physics	PHY 100, PHY 200, with A or B
or	PHY 110, PHY 210

List B

Biology	any two of *BIO 320, BIO 321, BIO 322, BIO 323, BIO 421
Organic Chemistry	CHE 320, CHE 420
or	CHE 321, CHE 421
Physical Chemistry	CHE 310, CHE 410
Computing Science	any two of (CMPT 220, CMPT 310, CMPT 330
Geology	GEOL 321, GEOL 421
	or GEOL 370, GEOL 470
Mathematics	any two of *MAT 232, MAT 321, MAT 421, MAT 440
Physics	all four of PHY 322, PHY 321, PHY 421, PHY 420

List C

- All courses from Lists A and B
- Mathematics MAT 150, MAT 350
- *Completion of all four courses counts as two subjects.

stagecraft program

The Stagecraft Program provides pre-employment training, upgrading and transferability for students interested in a career within the entertainment industry. The full-time program is designed to provide a combination of academic and practical experience with courses in: Theatre History, Lighting and Audio Techniques, Arts In The Western Civilization, Scene Painting, as well as Communications and Stage Management.

Upon successful completion of all program requirements, students will be eligible to apply for an Associate in Performing Arts (Stagecraft) Diploma.

Career Opportunities

The two-year Stagecraft Program prepares students for entry-level positions in the fields of theatrical production and the related performing and visual arts. The program provides students with a number of fundamental, industry specific skills which upon completion will allow graduates a high degree of mobility within the entertainment industry. The program also provides a sound basis for students who later wish to specialize in the technical or production aspects of the broadcast or motion picture industry.

Co-operative education option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative education involves alternating academic and work items.

Note: For information see "Co-operative Education" in this calendar or contact the Co-operative Education office at 527-5100.

Admission Requirements

Students must meet Douglas College general admission requirements. Students must also complete an English writing assessment test before registration.

Commencement Date And Application Deadline

The Stagecraft Program has a limited number of available seats with most courses limited to a maximum of 20 full-time and five part-time seats. Intake for the full-time program occurs annually every September. Application deadline is June 1.

For part-time students the intake occurs every semester (fall and spring). Application deadlines are August 1 for the Fall intake and December 1 for the spring intake.

Program Duration

The full-time Stagecraft Program is four semesters (two years) in length. It is an intensive program of study with courses offered throughout the day and evening, five days a week. Students seeking a less demanding

schedule may choose part-time studies in courses better suited to their personal timetables and interests. Given the restricted number of available seats, it is recommended that students apply as early as possible.

Full-time and part-time students may also choose to enroll in the Co-op program. Offered between the first and second year, the Co-op program would provide students with career related work experience. Students interested in Co-op should contact the Co-operative Education Program Office.

Program Requirements

Semester I

Course	Descriptive Title	Credits
THEA 105	History of Theatre	3
STGE 101	Drafting & Design for the Stage	2
STGE 102	Model Making	1
STGE 123	The Performing and Visual Arts: Organizational Perspectives	2
STGE 110	Lighting I: Principles of Electricity	2
STGE 120	Costumes	1
PFA 102	The Arts in Western Civilization	3
ENG 130 or COM 110		<u>3</u>
		17

Semester II

THEA 106	History of Theatre	3
STGE 210	Light II: Luminaries	2
STGE 111	Audio Techniques I: Equipment	2
STGE 103	Scene Construction	2.5
STGE 104	Set Painting I and Properties	2.5
STGE 280	Production Techniques	3
PFA 101	Arts and Culture in Canada	<u>3</u>
		18

Semester III

THEA 107	History of Theatre	3
STGE 310	Lighting III Control Systems and Design	2
STGE 380	Production Techniques	3
STGE 211	Audio Techniques II: Recording and Reinforcement	2
STGE 203	Advanced Scene Construction	2.5
*STGE 201 or *STGE 204	Design for the Stage	2
Elective	Set Painting	<u>3</u>
		19.5

Semester IV

THEA 108	History of Theatre	3
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*STGE 400	Advanced Lighting and Audio Design	3
*STGE 401	Advanced Design and Artistry	3
*STGE 403	Technical Direction	2
*STGE 422	Production and Stage Management	2
STGE 480	Production Techniques	3
Elective		3
		<u>13</u>

*Note: Options chosen in consultation with Stagecraft Faculty. Before graduation, a basic First-Aid/CPR certificate must be obtained.

technology fundamentals program

The Technology Fundamentals Program at Douglas College is designed to prepare students for entry into a technology program of their choice. Upgrading courses in Mathematics, Physics, Chemistry, and Communications, with specific emphasis on technological applications, are available for those students who lack the necessary prerequisites for a particular technology program. Students improve their learning and study skills and prepare for the demands of an intensive technology program by successfully completing the courses in this program.

This program helps students adjust to an intensive educational environment. The work load, instructional approach, and facilities are similar to those for the technology studies. The program facilitates access to and prepares prospective students for technology programs at BCIT, Kwantlen College, or other institutions. Commencement Date and Application Deadline
Douglas College runs the program every Fall and Spring semester. Students should apply to both Douglas College and the institution where they intend to enroll in a technology program.

Applications are accepted at any time. Students should apply as early as possible.

Program Requirements

The students may select from the following set of courses. For assistance with this selection, students should consult with the Technology Institution they plan to attend or Douglas College Student Services at 527-5486.

Course	Descriptive Title	Credits
MAT 104	Algebra, Geometry and Trigonometry	5
PHY 104	A Preparatory Course in Physics	5
CHE 104	Preparation for General Chemistry	4

COM 105	Introduction to the Fundamentals of Business/Technical Writing	3
RSS 100	Reading Skills for College	1.5
RSS 110	Study Skills for College	1.5

theatre program

The Douglas College Theatre Program offers a variety of theatre courses, most of which are transferable to university. All are designed to provide a basis for careers in professional theatre and related fields, for careers in community theatre, or, simply, for the personal development of the individual student. Our facilities, the most modern in the province, provide an excellent teaching/learning environment for participants and include a 350 seat theatre, a studio theatre, a dance studio, and a theatre shop. Upon successful completion of the program, students are eligible for an Associate of Performing Arts Diploma.

Career Opportunities

The Theatre Program provides a series of foundation courses for those interested in pursuing a career in the arts. Students in the university transfer program may continue at the university or drama school of their choice for advanced studies, and specialize in various fields including acting, and directing. The Program also provides a basis for students who later wish to take more technically oriented courses in radio, television or film, or who wish to specialize in the business/management aspects of the arts industry, either in Canada or abroad.

Program Duration

The full-time Theatre Program is four semesters long. Full-time university transfer students take a minimum of three Theatre courses plus two Arts electives per semester. Full-time Theatre students take between three and five Theatre courses per semester.

The Theatre Program courses are designed to provide a combination of theory and practical experience for all participants; for example, students study the history of theatre and techniques of acting and also participate in at least one major production per semester. In addition, students may also participate in touring productions and various performance related public events, both at the College and in the community.

Theatre History is open to students who are not in the Theatre Program, as is a second section of basic acting techniques (THEA 110).

Admission Requirements

In addition to the normal Douglas College general requirements, students interested in either the concentrated program or the university transfer theatre major option should also be aware of the following:

- the Theatre Program intake of new students occurs

every September, for concentration and theatre major students,

- the number of available seats is limited, in most courses, to a maximum of 22 students,
- an audition/interview is required for all concentration and theatre major students.

Note: Additional information and appointments for interviews may be arranged by calling 527-5400 and asking for the Theatre Program.

Commencement Date and Application Deadline

Because of the restricted number of seats available, students should apply as early as possible.

Auditions/interviews for the next intake of concentration and theatre major students take place, with faculty, by appointment only. Classes commence in September of each year.

Program Requirements

Semester I

Course	Descriptive Title	Credits
THEA 105	History of Theatre I	3
THEA 110	Acting and Creating	3
THEA 111	Speech for the Stage	3
THEA 171	Creative Movement for the Stage	3
THEA 180	Play Production	3
		<u>15</u>

Semester II

THEA 106	History of Theatre II	3
THEA 210	The Actor and His/Her Style	3
THEA 211	Intermediate Speech	3
THEA 271	Advanced Problems in Stage Movement	3
THEA 280	Play Production II	3
		<u>15</u>

Semester III

THEA 107	History of Theatre III	3
THEA 310	Advanced Acting	3
THEA 380	Play Production III	3
Electives 2		6
		<u>15</u>

Semester IV

THEA 108	History of Theatre IV	3
THEA 121	Applied Theatre	3
THEA 410	Advanced Acting Techniques	3
THEA 480	Play Production IV	3
Elective		3
		<u>15</u>

Note: Electives should be appropriate to the Theatre Program and should be selected in consultation with the discipline convenor.

therapeutic recreation program

A two year Diploma is becoming the minimum educational requirement to work in the field of recreation, particularly therapeutic recreation. In recognition of this, Douglas College offers a two year Diploma Program in Therapeutic Recreation.

The Therapeutic Recreation program trains students to provide a wide range of leisure services for children, adolescents, and adults who have special needs. Students learn to plan, implement and evaluate individual and group therapeutic recreation activities. The program stresses the application of theory with its model of 60% classroom related and 40% practicum.

A Diploma in Therapeutic Recreation will be awarded upon the successful completion of the program.

Career Opportunities

Graduates implement recreation programs for people with special needs. Graduates work in various health, social service and recreation agencies including hospitals, intermediate and extended care facilities, group homes, integrated and special schools, drop-in centres, and municipal recreation centres. Approximately 80-85% of the graduates find employment in the field within 6 months.

Admission Requirements

Enrollment in the full and part-time programs is limited. In addition to the normal Douglas College admission requirements, the following specific enrollment prerequisites apply to this program:

- Participation in a Therapeutic Recreation Orientation.
- Demonstration of an adequate level of energy and stamina, emotional stability and interpersonal communication skills during a personal suitability interview.
- Written proof that the applicant has successfully completed 45 hours of volunteer work in a therapeutic recreation setting.
- Successful applicants must submit a medical certificate which verifies good health.
- Successful applicants will be required to undergo a criminal record search.

Applicants must demonstrate proof of the additional admission requirements (listed above) at the time of the personal interview which takes place in April for the full-time program; July and November for the part-time program, NOT at the time of submission of the Application for Admission to the College.

An advisory writing skills assessment is available through the English/Communications Department and/or remedial courses are available at the College if a

student is concerned about his/her ability to successfully complete Communications 115.

Criminal Record Search

The Therapeutic Recreation Program at Douglas College place students on practica in a wide range variety of Social Services and Allied Health settings. Numerous of these settings now require employees, volunteers, and students to consent to a criminal record search prior to beginning work. Prospective students will be requested to complete a criminal record search prior to entry into the Therapeutic Recreation Program and conviction for relevant offenses may preclude entry. The Policy on Criminal Record Search and Consent Forms are distributed through the Office of the Registrar. The applicant will be responsible for any costs incurred in the Criminal Record Search.

Commencement Date and Application Deadline

Applications for the full-time program must be submitted to the Registrar's Office by April 1 of each year. Enrollment is limited to 27 students per year, therefore, early application is recommended. The full-time program commences in September of each year.

Applications for the part-time program must be submitted to the Registrar's Office by June 1 for the September intake and October 1 for the January intake. The part-time program is offered each semester, beginning in either September, January, or May. Enrollment is limited to 25 students per course.

Program Duration

The full-time program commences in September and continues for a total of four semesters. Classes in the full-time program will not be held during the summer semesters. Fall and Spring semesters are each 15 weeks long and all classes are offered during the day. Students can participate some evening and weekend hours during the practicum.

The part-time program offers courses in the Fall, Spring and Summer semesters with the majority of courses being offered in the evening. Students should expect to take approximately four years to complete a diploma.

Program Requirements

Semester I

Course	Descriptive Title	Credits
TRT 100	Recreation Integration	3
TRT 101	Introduction to Therapeutic Recreation	3
TRT 102	Human Growth and Development	3
COM 115	Practical Writing	3
BIO 105	Anatomy and Physiology	3
		<u>15</u>

Semester II

TRT 201	Disabling Conditions I	3
TRT 202	Disabling Conditions II	3
TRT 203	Helping Skills for Therapeutic Recreation Practitioners	3
TRT 215	Therapeutic Recreation Fitness Leadership Skills	2
TRT 281	Practicum	4
		<u>15</u>

Semester III

TRT 302	Therapeutic Recreation: Leisure and Aging	3
TRT 304	Therapeutic Recreation Process and Program Planning	3
TRT 315	Therapeutic Recreation Physical Activity Skills	3
TRT 317	Therapeutic Recreation Arts and Crafts	2
TRT 381	Practicum	5
		<u>16</u>

Semester IV

TRT 403	Leisure Education	3
TRT 404	Advanced Program Planning and Management	3
TRT 407	Therapeutic Recreation: Arts and Drama	3
TRT 480	Practicum	6
		<u>15</u>

For course descriptions refer to the "Discipline and Course Description" section of this calendar - see Therapeutic Recreation.

visual language interpreter training program

The Visual Language Interpreter Training Program prepares people to facilitate communication between hearing and deaf people in a wide variety of community based settings. Graduates of this program will enhance the potential of deaf individuals to access education, training and community resources. Graduates will be prepared for employment in community agencies and health or educational institutions. They also may be self-employed as freelance contractors.

Upon completion of program requirements the student will receive a diploma (Associate in Visual Language Interpreting). Currently this is the only program in B.C. preparing students to work at the interpreter level upon graduation.

Admission Requirements

Admission requirements are currently under review. Students will need to have entrance skills equivalent to

Douglas College's American Sign Language (ASL) 300. Proficiency in English, good hearing, vision, and manual dexterity are also required. For further information contact Student Services, 527-5484.

Commencement Date and Application Deadline

Applications for this program will be accepted beginning September 1990 for the September 1991 intake. Applications must be received by the Registrar's office no later than April 1, 1991.

Career Opportunities

Graduates work as entry level interpreters in a variety of settings. Employment may be obtained as interpreters in educational settings ranging from pre-schools to univer-

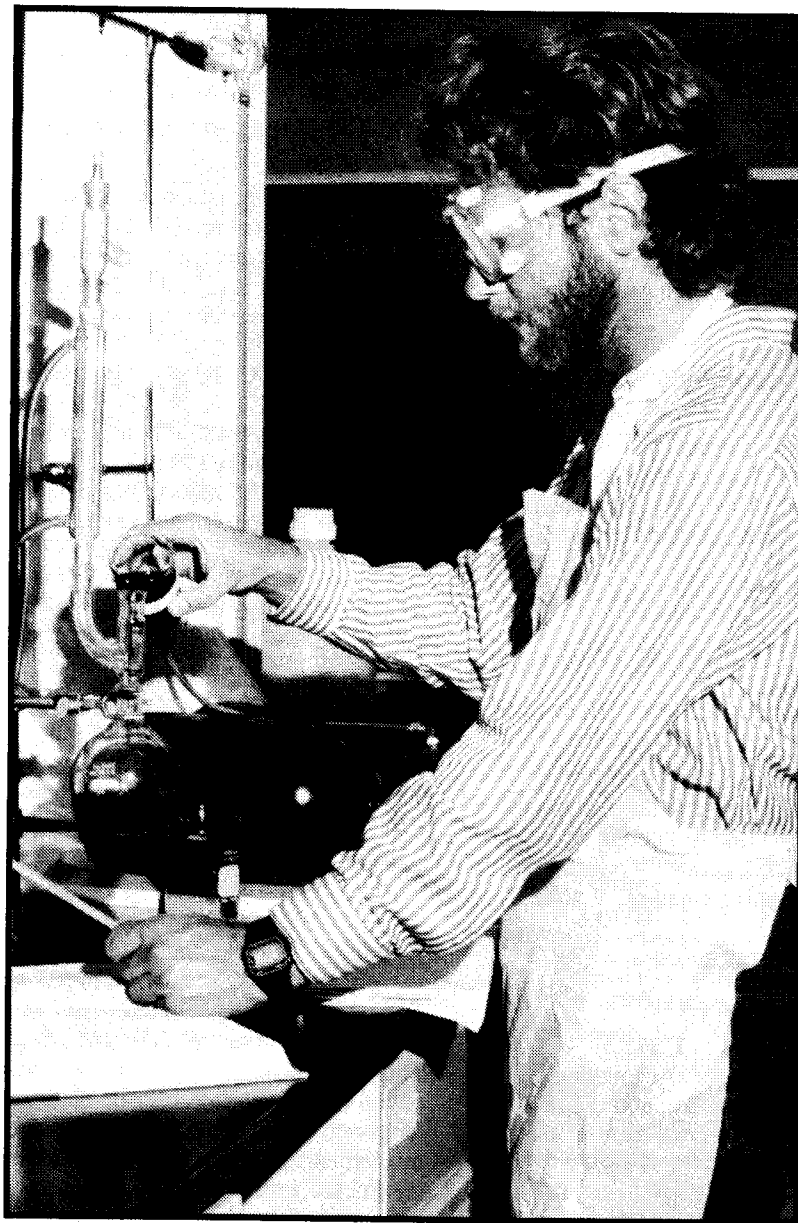
sities. Freelance job can include workshops, conferences, meetings, and social service settings. With additional experience and training graduates are able to specialize in areas such as legal or medical interpreting.

Program Duration

This is a full time two year program. Classes are held during the day but students should plan for some evenings and weekend work when they will be requested to attend events in the deaf community.

The program runs from September to December and from January to April. Students will then be off from May to August and will return to graduate the following April.

❖ Course Descriptions ❖



3

accounting

ACC 110 Principles of Accounting I 3 credits

This course will introduce the student to the theory and practice of recording and reporting financial events for service and merchandising businesses, with consideration of accounting for property owned by businesses.

Prerequisite: Math 11 (Algebra 11)

Lecture: 4

Transferability:

SFU - ACC 110/210 = Bus 251 (3)

UVic - ACC 110/150/210 = Comm 253 (1.5)

RIA - ACC 110/210 = Introductory Accounting 111

CGA - ACC 110/210 = Financial Accounting 1

CA - ACC 110/210 = Intro. Financial Accounting

Offered: Fall and Spring

ACC 115 Construction Accounting 3 credits

This course first examines the basic framework of an accounting system - the accounting cycle - then fits some of the peculiar requirements of the construction industry into that basic framework. It also includes: preparation and preliminary analysis of financial statements and accounting for tax purposes.

Prerequisite: BUS 210 or permission of instructor

Lecture: 4

No transfer credit

Not offered: 1990/91

ACC 210 Principles of Accounting II 3 credits

This course will introduce the student to the recording and safeguarding of owners' interests under differing legal forms of business enterprises as well as techniques in the analysis of financial statements. The course will also introduce the student to accounting for budgeting, cost-volume-profit analysis and an appraisal of some basic accounting theory.

Prerequisite: ACC 110

Lecture: 4

Transferability:

SFU - ACC 110/210 = Bus 251 (3)

UVic - ACC 110/150/210 = Comm 253 (1.5)

RIA - ACC 110/210 = Introductory Accounting 111

CGA - ACC 110/210 = Financial Accounting 1

CA - ACC 110/210 = Intro. Financial Accounting

Offered: Fall and Spring

ACC 310 Accounting Theory 3 credits

This course will introduce the student to the more complex accounting techniques and principles at the intermediate level, with particular reference to the assets of the enterprise.

Prerequisite: ACC 210

Lecture: 4

Transferability:

RIA - ACC 310/410 = Intermediate Accounting I 229

CGA - ACC 310 = Financial Accounting 2

CA - ACC 310/410 = Intermediate Financial Accounting

Offered: Fall

ACC 320 Managerial Cost Accounting I

3 credits

This course will introduce the student to principles and practice of essential records and some methods of materials, labour and manufacturing expense costing. Job, process, standard, differential and distribution costing are covered as well as budgeting, payroll and internal control.

Prerequisite: ACC 210

Lecture: 4

Transferability:

RIA - ACC 320/420 = Management Accounting I 241

CGA - ACC 320/420 = Management Accounting 1

CA - ACC 320 = Management Accounting

Offered: Fall

ACC 410 Accounting Theory II

3 credits

This course will introduce the student to the more complex techniques and principles at the intermediate level, with particular reference to the liabilities and owner equity of the enterprise.

Prerequisite: ACC 310

Lecture: 4

Transferability:

RIA - ACC 410 = Intermediate Accounting II 339

CGA - ACC 410 = Financial Accounting 3

CA - ACC 310/410 = Intermediate Financial Accounting

Offered: Spring

ACC 420 Managerial Cost Accounting II

3 credits

This course will introduce students to the examination of non-manufacturing costs, inventory costing, the cost of service departments, zero-base budgeting and sales mix variances. Joint products and by-products are also considered, together with process costing, including examination of the concept of spoilage.

Prerequisite: ACC 320

Lecture: 4

Transferability:

RIA - ACC 320/420 = Management Accounting II 341

CGA - ACC 320/420 = Management Accounting 1

CA - ACC 420 = Cost Accounting

Offered: Spring

american sign language

ASL 100 American Sign Language I 3 credits

This first course is designed for students who have little or no knowledge of American Sign Language (ASL). The course will introduce the basics of ASL including cultural awareness, grammar, vocabulary, and conversational skills. The course will be conducted primarily in ASL.

Prerequisite: None

Lecture: 12; Laboratory: 12; Other: 36

No transfer credit Offered: TBA

ASL 200 American Sign Language II 3 credits

This second course is designed to further develop ASL skills including cultural awareness, grammar,

vocabulary, and conversational skills. The course will be conducted primarily in ASL.

Prerequisite: ASL 100

Lecture: 4; Laboratory: 16; other: 40

No transfer credit Offered: TBA

ASL 300 American Sign Language III 3 credits

This third course is designed increase ASL skills and covers cultural awareness, grammar, vocabulary, and conversational grammar, vocabulary, and conversational skills. The course will be conducted in ASL.

Prerequisite: ASL 200

Lecture: 4; Laboratory: 2; Other: 36

No transfer credit Offered: TBA

anthropology

Anthropology is the study of humanity, emphasizing a cross-cultural and comparative approach.

Anthropologists study human physical evolution and the history of cultures, as well as providing in-depth studies of specific societies. Knowledge of human diversity provided by anthropology is valuable to anyone seeking a career in the social sciences or public service.

Students intending to transfer to U.B.C. should take ANT 100 and any one of ANT 111, 112, 130 or 200.

This will be considered equivalent to U.B.C.'s pre-requisite course, Anthropology 200.

Students transferring to S.F.U. should note that anthropology and archaeology are divided at that institution. Douglas courses ANT 100, 120, 130, 160, 170, 191, 200 and 220, transfer to the Department of Sociology and Anthropology, while ANT 111, 112, 192 and 210 transfer to the Department of Archaeology. Students going into the Department of Sociology and Anthropology should take ANT 100 and 200, while those planning to major in archaeology should take ANT 111, 112, and 210.

ANT 100 Social and Cultural Anthropology 3 credits

This course is mainly a descriptive introduction to Social and Cultural Anthropology; that is, the study of the cultural traditions, and social life of modern non-Western societies looked at in the broader context of the relations between humans and their culture, culture and personality, and the question of cultural evolution.

Prerequisite: None

Lecture: 4

Transferability:

SFU - ANT 100 = S.A. 101 (3)

UBC - ANT 100 = ANT (1.5) with one of ANT 111, 112, 130, 200 = ANT (3) 200

UVic - ANT 100 = Ant 100B (1.5)

Offered: Fall and Spring

ANT 111 Introduction to Physical Anthropology 3 credits

This course surveys the scope, goals and major discoveries of physical anthropology, dealing particularly with man's biological evolution, primate background and present physical diversity.

Prerequisite: None Lecture: 4

Transferability:

SFU - ANT 111 = Arc 131 (3)

UBC - ANT 111 = Ant (1.5)
ANT 111/100 = Ant 200 (3)

UVic - ANT 111 = Ant (1.5) 100 level

Offered: Fall

ANT 112 Introduction to Archaeology 3 credits

This course deals with the goals and techniques of archaeologists investigating the prehistoric past. While examples will be drawn from around the world, the focus will be on the development of culture in the Old World, particularly Europe, from earliest evidence to the beginnings of city life.

Prerequisite: None Lecture: 4

Transferability:

SFU - ANT 112 = Arc 101 (3)

UBC - ANT 112 = Ant (1.5) 203
ANT 112/100 = Ant (3) 200

UVic - ANT 112 = Ant (1.5) 100 level

Offered: Fall and Spring

ANT 120 The Indians of B.C.**3 credits**

This course is a study of the native inhabitants of B.C. from the time of historic contact to the present. Emphasis will be placed on both the traditional society, particularly its art form, and on certain problems of contemporary Indian society.

Prerequisite: None Lecture: 4

Transferability:

SFU - ANT 120 = S.A. 286 (3)

UBC - ANT 120 = Ant 220 (1.5)

UVic - ANT 120 = Ant (1.5) 100 level

Offered: Spring

ANT 130 The Anthropology of Religion**3 credits**

An introduction to the comparative study of religion, especially beliefs and rituals which differ from those of the major world religions. The role of religion in social life will be examined through selected classic ethnographic examples, and there will be some consideration of various theories about the universality of religious and magical beliefs and practices.

Prerequisite: None Lecture: 4

Transferability:

SFU - ANT 130 = Anth (3) 100 level

UBC - ANT 130 = Ant (1.5)

- ANT 130/100 = Ant (3) 200

UVic - ANT 130 - Ant (1.5) 100 level

Offered: Spring

ANT 160 Canadian Native Cultures**3 credits**

This course will deal with the nature and diversity of Canadian Indian and Inuit cultures. While some time will be spent on contemporary issues, the focus of the course will be on the traditional cultures at the time of first historic contact.

Prerequisite: None Lecture: 4

Transferability:

SFU - ANT 160 = Ant (3) 100 level

UBC - ANT 160 = Ant (1.5)

UVIC - ANT 160 = Ant (1.5) 100 level

Offered: Fall

ANT 170 Anthropology in Developing Countries**3 credits**

This course provides an introduction to the social and cultural consequences, for peasant peoples, of the global drive for modernization and development. The struggle for self-preservation and dignity against these forces is seen as the basis of such issues as ecological degradation, land reform, wealth and poverty, ideological polarity, mass urban migration, and the merits of aid programs.

Prerequisite: None

Lecture: 4

Transferability:

SFU - ANT 170 = S.A. 263 (3)

UBC - ANT 170 = Ant 202 (1.5)

UVIC - ANT 170 = Ant (1.5) 100 Level

Not offered 1990/91

ANT 190 Archaeological Field Studies**3 credits**

This is a field course in archaeology. Emphasis will be on the techniques of archaeological excavation, but some time will be spent on archaeological theory and the broad pattern of B.C. prehistory. To be offered in the Summer only.

Prerequisite: None

Field experience: 35 hours per week for 6 weeks

Transferability:

SFU - ANT 190 = Arc (3)

UBC - ANT 190 = Ant (1.5)

UVic - ANT 190 = Ant (1.5) 100 level

Not offered 1990/91

ANT 191 Anthropological Study Tour**3 credits**

Educational travel tours, allowing students to personally experience other cultures and places, may be occasionally organized to various destinations. Participants will investigate the prehistory, history, and contemporary cultures of the selected area through guided visits to archaeological sites, museums, and modern villages and cities. Such study tours may be taken on a credit or non-credit basis. All costs of travel, accommodation, etc. will be paid by the student.

Prerequisite: None

Educational travel: 50 hours

Transferability:

SFU - ANT 191 = S.A. 140 (3)

UBC - No transfer credit

UVic - ANT 191 = Ant (1.5) 100 level

Not offered 1990/91

ANT 192 Archaeological Field Studies**6 credits**

This is a field course in archaeology, with emphasis on the techniques of archaeological excavation. Additional topics include archaeological theory, techniques of laboratory analysis, and such skills as photography and mapping. To be offered only in the summer.

Prerequisite: Consent of instructor

Transferability:

SFU - ANT 192 = Arc (6)

UBC - ANT 192 = Ant (3)

UVic - ANT 192 = pending

Not offered: 1990/91

ANT 200 Theoretical Perspectives in Social Anthropology 3 credits

This course involves a review and evaluation of the more important theories of humanity and culture propounded by anthropologists of the past and present. These theories draw together many classic ethnographic accounts in order to explain both fundamental cultural universals and the enormous surface variety of cultural traditions.

Prerequisite: ANT 100 Lecture: 3; Seminar: 1

Transferability:

SFU - ANT 200 = Anth (3) 200 level

UBC - ANT 200 = Ant (1.5)

ANT 100/200 = Ant 200 (3)

UVic - ANT 200 = Ant (1.5) 100 level

Offered: Spring

Prerequisite: ANT 111 or 112 Lecture: 4

Transferability:

SFU - ANT 210 = Arc 273 (3)

UBC - ANT 210 = Ant (1.5)

UVic - ANT 210 = Ant (1.5) 100 level

Offered: Spring

ANT 220 The Anthropology of Healing 3 credits

An introduction survey course which deals with the beliefs and practices concerning the identification and treatment of sickness in tribal and other non-Western cultures and reviews the impact of Western medicine on traditional forms of therapeutic intervention.

Prerequisite: ANT 100 or permission of instructor

Lecture: 2 Seminar: 2

Transferability:

SFU - ANT 220 = Ant h(3) 200 level

UBC - ANT 220 = Ant (1.5)

UVic - ANT 200 = Ant (1.5) 100 level

Offered: Fall

ANT 210 New World Prehistory 3 credits

This course applies the principles and concepts of archaeology to a survey of prehistoric New World cultures, with particular emphasis on western and northern North America.

basic occupational education

These courses are only for those students enrolled in the Basic Occupational Education program.

BOE 110 Basic Occupational Education Program-Food Services 16 credits

This program provides special needs students with skills which enable them to obtain entry level jobs in the food services trade and/or pursue further training in the field. Individualized training in a working cafeteria and classroom setting provides students with competitive job skills in dishwashing, pot scrubbing, bussing and kitchen maintenance. Basic food preparation skills may also be offered.

Offered: Continuous entry

BOE 111 Basic Occupational Education Program Food Services Practicum 6 credits

This course provides the opportunity for the Basic Occupational Education student to gain realistic work experience in dishwashing, pot scrubbing, bussing and kitchen maintenance and basic food preparation, through participation in community cafeteria/restaurant settings. Students attend a weekly seminar to provide opportunity for integration of practicum experiences with classroom learning.

Offered: Continuous entry

BOE 120 Basic Occupational Education Program - Electronic Assembly 16 credits

The Electronic Assembly program provides special needs students with skills which enable them to obtain entry level jobs in electronics or related industries. Individualized training in laboratory and classroom settings provides students with essential knowledge and skills in core areas such as communications, health, and safety, and in specific electronics areas, such as printed circuit board assembly.

Offered: Continuous entry

BOE 121 Basic Occupational Education Program-Electronic Assembly Practicum 6 credits

This course provides opportunity for students enrolled in the Basic Occupational Education Program-Electronic Assembly to gain realistic work experience in basic electronic assembly skills, through practicum participation in community manufacturing settings. Students attend a weekly seminar to provide opportunity for integration of practicum experiences with classroom learning.

Offered: Continuous entry

**BOE 130 Basic Occupational Education -
Micrographic Services 15 credits**

The Basic Occupational Education Program - Micrographic Services prepares students who have special learning needs for positions in the micrographic services industry. Individualized training in both classroom and micrographic laboratory settings provides students with essential knowledge and skills in general employment-related areas as well as in micrographic and related clerical areas.

Not offered: 1990/91

biology

Students must bring a copy of their transcript(s) to registration as proof of prerequisite course requirements. Transcripts on file in the Office of the Registrar will not be released or photocopied.

The biology laboratory is operated on an open audio-tutorial system. Students taking a biology course should plan on spending from three to five hours a week (depending on the course) in the laboratory, but not necessarily at one time. When timetabling, students should see that this time is made available. The times during which the laboratory is open are posted at the entrance to the laboratory. There is also a two hour weekly seminar. Those intending to transfer to a major or honors program in biology should take the following courses in first year.

SEMESTER I	SEMESTER II
BIO 110	BIO 210
CHE 110	CHE 210
MAT 120	MAT 220
PHY 110 or PHY 100	PHY 210 or PHY 200

The following courses are recommended in the second year. Selection of these and additional courses will depend on the program and institution to which you plan to transfer. Consult the appropriate calendar for further information.

SEMESTER III	SEMESTER IV
BIO 321	BIO 320
BIO 322	BIO 421
CHE 310 or CHE 320	CHE 410 or CHE 420

BIO 103 Human Biology I 3 credits

Human biology is an introduction to the study of anatomy and physiology of humans. The levels of organization in the human body are studied as well as the anatomy and physiology of the skeletal, muscular, nervous, and circulatory systems. Enrollment is usually limited to students in the nursing program. An evening section may be offered for students not currently in the nursing program.

**BOE 131 Basic Occupational Education -
Micrographic Services Practicum 6 credits**

This course provides opportunity for students enrolled in the Basic Occupational Education Program - Micrographic Services to gain realistic work experience in basic micrographic skills, through practicum participation in community settings. Students attend a weekly seminar to provide opportunity for integration of practicum experiences with on-campus learning.

Not offered: 1990/91

Prerequisite: None Laboratory: 3; Seminar: 2
Transferability:
UBC - BIO 103/203 = Biology 153 (3)
Offered: Fall and Spring

BIO 105 Human Anatomy and Physiology 3 credits

This course examines the anatomy and physiology of humans. The skeletal, muscular, circulatory, respiratory, nervous, digestive, excretory and endocrine systems are studied. Enrollment is usually limited to students in the Therapeutic Recreation program.
Prerequisite: Enrollment in the Therapeutic Recreation program
Laboratory: 3; Seminar: 2
No transfer credit Offered: Spring

BIO 107 Anatomy and Physiology 3 credits

This course is an introduction to basic human anatomy and physiology. Topics covered include the levels of organization in the body and the anatomy and physiology of the circulatory, integumentary, endocrine, reproductive and digestive systems. Enrollment is usually limited to students in the Health Information Technology program.
Prerequisite: Enrollment in the Health Information Technology program
Laboratory: 2; Seminar: 2
No transfer credit Offered: Fall

BIO 110 Principles of Biology: The Biosphere 5 credits

This course is an introduction to the biosphere, the diversity of life, and biotic interactions. The anatomy and physiology of organisms are also studied.
Prerequisite: None Laboratory: 5; Seminar: 2
Transferability:
SFU - BIO 110 = Bisc 102 (4)
UBC - BIO 110/210 = Biol 101 (3) or 102 (3)
UVic - BIO 110/210 = Biol 150 (3) or Biol (1.5) 100 level each
Offered: Fall and Spring

BIO 115 Anatomy, Physiology and Medical Terminology I 3 credits

This course is an introduction to the basic human anatomy and physiology of the digestive, urinary, reproductive, nervous and respiratory systems. The causes, transmission and treatment of diseases of these systems are discussed and medical vocabulary pertinent to the above topics is covered. Enrollment is usually limited to students in the Medical Office/Hospital Clerical Assistant program.

Lecture: 4

No transfer credit

Offered: Fall

BIO 203 Human Biology II 3 credits

Human Biology II is a continuation of the study of the anatomy and physiology of humans. The anatomy and physiology of the nervous, digestive, excretory, endocrine, and reproductive systems are studied. Enrollment is usually limited to students in the nursing program. An evening section may be offered for students not currently in the nursing program.

Prerequisite: BIO 103 or permission of instructor

Laboratory: 3; Seminar: 2

Transferability:

UBC - BIO 103/203 = Biology 153 (3)

Offered: Spring and Summer

BIO 207 Human Anatomy and Physiology 3 credits

This course is an introduction to the anatomy and physiology of the skeleton, muscular, immune, respiratory, excretory, and nervous systems. Fluid and electrolyte balance is also discussed. Enrollment is usually limited to students in the Health Information Technology program.

Prerequisite: Enrollment in the Health Information Technology program

Laboratory: 2; Seminar: 2

No transfer credit

Offered: Spring

BIO 210 Principles of Biology: The Organism 5 credits

The second half of a two semester course. It deals with the detailed microscopic structure and biochemical functioning of a living organism. Mechanisms of inheritance and evolution are also studied.

Prerequisite: BIO 110 or permission of instructor

Laboratory: 5; Seminar: 2

Transferability:

SFU - BIO 210 = Bisc 101 (4)

UBC - BIO 110/210 = Biol 101 (3) or 102 (3)

UVic - BIO 110/210 = Biol 150 (3) or Biol (1.5) 100 level

Offered: Fall and Spring

BIO 215 Anatomy, Physiology and Medical Terminology II 3 credits

The second half of a two semester course. It examines the basic human anatomy and physiology of the circulatory, skeletal, muscular, integumentary and endocrine systems. The causes, transmission and treatment of diseases of these systems are discussed and medical vocabulary pertinent to the above topics is covered. Enrollment is usually limited to students in the Medical Office/Clerical Assistant program.

Lecture: 4

No transfer credit

Offered: Spring

BIO 304 Functional Anatomy and Applied Physiology in Physical Activity I 3 credits

This course examines the basic human anatomy and physiology of cells, tissues, bones, joints, muscles, nerves and the brain. Special emphasis is placed on the functioning of the skeletal, muscular and nervous systems in physical activity. Enrollment is usually limited to students in the P.E. program.

Laboratory: 3; Seminar: 2

Transferability:

SFU - BIO 304 = Bisc (3)

BIO 304/404 = Kin 100 (3) and Kin 142 (3)

UBC - BIO 304/404 = P.E. 391 (3)

UVic - BIO 304 = P.E. 141 or P.E. (1.5) 100 level

Offered: Fall

BIO 320 Genetics 5 credits

The principles of heredity: transmission, exchange, mutation and functioning of genetic material are covered in this course.

Prerequisites: BIO 110 and BIO 210 or permission of instructor

Laboratory: 3; Seminar: 2; Tutorial: 2

Transferability:

SFU - BIO 320 = Bisc 202 (3)

UBC - BIO 320 = Biol (1.5) 200 level

UVic - BIO 320 = Biol 300 (1.5)

Offered: Spring

BIO 321 Cell Biology 5 credits

A survey of cell ultrastructure along with some consideration of cellular functioning. Students are expected to acquire considerable skill in the preparation of material for microscopic examination.

Prerequisites: BIO 110 & BIO 210 or permission of instructor

Laboratory: 5; Seminar: 2

Transferability:

SFU - BIO 321 = Bisc (3)

BIO 321/421 = Bisc 201, 301 (6)

UBC - BIO 321 = Biol 200, 301 (6)

UVic - BIO 321 = Biol (1.5) 200 level

Offered: Fall

BIO 322 Ecology**5 credits**

A study of the interactions of living organisms with their environment. Population and community dynamics are examined, ending with a consideration of how human activities have an impact on natural systems.

Prerequisites: BIO 110 and BIO 210 or permission of instructor

Laboratory: 2; Seminar: 2; Field Experience: 3

Transferability:

SFU - BIO 322 = Bisc 204 (3)

UBC - BIO 322 = Biol (1.5) 200 level

UVic - BIO 322 = Biol 306 (1.5)

Not Offered: 1990/91

BIO 404 Functional Anatomy and Applied Physiology in Physical Activity II**3 credits**

The second half of a two semester course. It examines the basic human anatomy and physiology of the digestive, urinary, endocrine, respiratory, and circulatory systems. Special emphasis is placed on the functioning of these systems in physical activity. Enrollment is usually limited to students in the P.E. program.

Prerequisite: BIO 304 Laboratory: 3; Seminar: 2

business**BUS 111 Small Business Management****3 credits**

This course is for the person who will face the problems of running a business and of filling the roles of office manager, stockkeeper, salesman and personnel manager. It examines the day-to-day administration and overall organization of the business entity (proprietorship, partnership, limited company).

Prerequisite: None Lecture: 4

No transfer credit Not offered 1990/91

BUS 200 Fundamentals of Business**3 credits**

This course provides a broad overview of the Canadian business system—how it functions, and how it relates to specific areas such as marketing, production and finance. The course provides a specific insight into actual business operations and some of the major areas of concern regarding the role of business in society.

Prerequisite: Math 11 (Algebra 11)

Lecture: 2; Seminar: 2

Transferability:

SFU - BUS 200 = Bus (3)

UBC - BUS 200 = Comm (1)

UVic - BUS 200 = Comm (1.5) 100 level

Offered: Fall and Spring

Transferability:

SFU - BIO 404 = Bisc (3)

BIO 404/304 = Kin 100, 142 (6)

UBC - BIO 304/404 = P.E. 391 (3)

UVic - BIO 404 = P.E. 241B or P.E. (1.5) 100 level

Offered: Spring

BIO 421 Cell Biochemistry**3 credits**

An introduction to the biochemistry of a cell, including the structural and functional aspects of the micro and macro molecules. Protein structure, enzyme action, and energy pathways will be considered. Some metabolic sequences in the cell will be examined in relation to control mechanisms.

Prerequisites: BIO 321 and CHEM 320

Co-requisite: CHEM 420 Lecture: 4

Transferability:

SFU - BIO 421 = Bisc (3)

BIO 321/421 = Bisc 201, 301 (6)

UBC - BIO 421 = Biol 201 (1.5)

UVic - BIO 321/421 = Biol 200 (3)

Offered: Spring

BUS 201 The Business Profession**3 credits**

This seminar course brings professional businessmen face-to-face with students in a series of weekly meetings. Diverse business fields (e.g. forest products, mining, transportation, retailing) and many executive functions (e.g. marketing, finance, sales, personnel) are represented. Professional problems, goals, decision processes and strategies are discussed by the practitioners.

Prerequisite: None

Lecture: 2; Seminar: 2

No transfer credit

Not offered 1990/91

BUS 210 Management Essentials**3 credits**

This course will introduce the student to managerial principles and methods: allocation of priorities to firm's objectives and responsibilities, framing of policy, processes of planning, organizing, staffing, and controlling work of others to achieve objectives. Particular attention is given to managerial decision-making in a complex society.

Prerequisite: Math 11 (Algebra 11)

Lecture: 3; Seminar: 1

Transferability:

SFU - BUS 210 = Bus 270 (3)

UBC - BUS 210 = No transfer credit

UVic - BUS 210 = No transfer credit

Offered: Fall and Spring

**BUS 250 Exploring Business
Ownership****3 credits**

This is an introductory course for people who want to investigate entrepreneurship as a career option, and their suitability as potential business owners. A variety of business areas are covered, including the development of a specific business plan.

Prerequisite: one BUS course recommended

Lecture: 1; Seminar 3

No transfer credit

Offered: Fall

BUS 310 Administrative Practices I**3 credits**

This course will promote skill development in the areas of leadership, communication, decision making, planning and control. Students will increase their understanding of the manager's job and environment, individual and group behaviour and staff, conflict, control and change processes.

Prerequisite: BUS 210

Lecture: 1 Seminar: 3

No transfer credit

Offered: Fall

BUS 320 Business Law I**3 credits**

This course will provide a general review of the meaning, sources and administration of business law, and a more detailed examination of the law of contracts with particular reference to business situations. The course is designed to give the student an understanding of business law including consumer protection, legislation and potential changes in the legal climate of Canada.

Prerequisite: None

Lecture: 2; Seminar: 2

Transferability:

RIA- BUS 320/420 = Commercial Law 122

CGA- BUS 320/420 = Law 108

CA- BUS 320/420 = Commercial Law

Offered: Fall and Spring

BUS 330 Business Mathematics**3 credits**

This course covers financial computations and application of basic quantitative methods to economic and business problems and situations. The theory of interest rates, annuities, bond valuation, linear and non-linear equations, linear programming, and elementary probability theory will be examined.

Prerequisite: Math 11 (Algebra 11)

Lecture: 3; Seminar: 1

Transferability:

RIA- BUS 330/340 = Financial Management 442

CGA BUS 330/340 = Finance 316

CA- BUS 330/340 = Business Finance

Offered: Fall and Spring

BUS 335 Business Probability & Statistics**3 credits**

This course introduces students to statistics and their application in the business world. Topics covered will include: measurements of central tendency and variability; the rules of probability; probability distributions such as the binomial, poisson and normal; sampling; estimation and hypothesis testing.

Prerequisite: BUS Math 330 or permission of instructor

Lecture: 3; Seminar: 1

Transferability:

SFU - BUS 335 = MATH 101 (3)

UBC - BUS 335 = no transfer credit

UVic - BUS 335 = no transfer credit

Not offered 1990/91

**BUS 340 Fundamentals of Financial
Management****3 credits**

This course will introduce the student to the theoretical and practical aspects of effective financial management within a business enterprise by utilizing quantitative techniques in decision-making. Aspects of this course will include: the management of assets, the analysis of past and present financial performance and position, the determination of planning for future funding needs, and the nature of short versus long-term and debt versus equity capital structures.

Prerequisite: ACC 210 and BUS 330

Lecture: 3; Seminar: 1

Transferability:

RIA- BUS 330/340 = Financial Management 442

CGA BUS 330/340 = Finance 316

CA- BUS 330/340 = Business Finance

Offered: Fall

**BUS 350 Personnel Practices and
Administration****3 credits**

This course is intended for students with little or no experience in a supervisory, business or industrial setting. Attention is directed to problems involved in the maintenance of an efficient work force: human behaviour in organizations, personnel programming, job analysis and evaluation, wage and salary administration, personnel recruitment and development, evaluation procedures and fringe benefits.

Prerequisite: Math 11 (Algebra 11)

Lecture: 2; Seminar: 2

Transferability:

RIA- BUS 350 = Organization Behaviour 123

Offered: Fall

BUS 410 Administrative Practices II 3 credits

This course builds on the skills attained in Administrative Practices I and continues with the application of the functions of management. Specific areas of decision making will include financial management, human resource management, industrial relations, marketing management, and production and operations management.

Prerequisite: BUS 310 Lecture 1; Seminar 3
No transfer credit Offered: Spring

BUS 420 Business Law II 3 credits

This course will cover a wide range of items such as general employment contracts, contracts of insurance, guarantee, bailment and agency, negotiable instruments, forms of business organization, devices for securing credit, bankruptcy, labour relations, taxation, financial institutions, and relevant provincial and federal legislation.

Prerequisite: BUS 320 Lecture: 3; Seminar: 1
Transferability:

RIA- BUS 320/420 = Commercial Law 122

CGA- BUS 320/420 = Law 108

CA- BUS 320/420 = Commercial Law

Offered: Fall and Spring

BUS 430 Business Statistics 3 credits

This course will provide an introduction to statistics. Topics covered will be measurements of central tendency and variability, the rules of probability, probability distributions such as the binomial, poisson and normal, sampling, estimation, hypothesis testing, linear regression and correlation, time series, index numbers, and decision theory.

Prerequisite: BUS 330 Lecture: 3; Seminar: 1
Transferability:

RIA- BUS 430 = Quantitative Methods 232

CGA- BUS 430/ECO 150 = Managerial Mathematics and Economics I

CA- BUS 430 = Probability Statistics

Offered: Fall and Spring

BUS 432 Economic and Business Statistics 3 credits

This course concentrates on the techniques for collecting and summarizing numerical information from a subset of the population, with the purpose of making inferences about the whole population. In accomplishing this, the course will cover measures of probability, probability distributions, sampling, estimation and hypothesis testing. Students will relate course topics to business and economic problems.

Prerequisite: ECO 150 or 250; MAT 120 or 250
Second Semester Standing

Lecture: 2; Seminar: 2

Transferability:

SFU- BUS 432 = Buec 232

UBC- BUS 432 = no transfer credit

UVic - BUS 432 = no transfer credit

Offered: Spring

BUS 450 Supervisory Management 3 credits

This course is designed to give both first-level and second-level supervisors in industry, commerce and social agencies a broader understanding of the theory and practice of fundamentals of supervision and of the supervisor's responsibilities as a leader, implementor of ideas, co-worker, subordinate and mediator.

Prerequisite: None

Lecture: 4

No transfer credit

Not offered 1990/91

BUS 451 Industrial Relations 3 credits

This course is a survey of the labour scene including unions' impact on labour-management relations, employer organizations, unfair practices, certification, collective bargaining, mediation, and arbitration. Also included are topics such as collective agreement administration, seniority, grievances, job description and current labour legislation with emphasis on British Columbia.

Prerequisite: Math 11 (Algebra 11)

Lecture: 3; Seminar: 1

No transfer credit

Offered: Spring

BUS 470 Business Simulation 3 credits

This course uses a computer simulation of the market for a consumer durable. It focuses on the major functional areas of business. Student teams make marketing, finance, and production decisions in a competitive environment and are responsible for the resulting financial outcome for their own company.

Prerequisite: Fourth-semester standing, 30 credits in Business

Lecture: 1; Seminar: 2; Student Directed Learning: 2

No transfer credit

Offered: Spring

BUS 495 Applied Project 3 credits

This course enables students in the Administrative Management Program to acquire practical experience in the functions of management by participating in the day-to-day operation of an organization. Each student will negotiate on agreement for the project work. Project topics may vary from in-depth research to proposals for solutions to management problems.

Prerequisite: 45 Administrative Management program credits or permission of instructor

Seminar 16: Field Experience: 56

No transfer credit

Offered: Spring

career and job preparation

CJP 200 Career and Job Preparation Program

The Career & Job Preparation Program is a full-time course designed to provide adults with an ongoing supportive environment in which to explore career alternatives, acquire employment finding skills and obtain work experience. The first part includes self-assessment and job training information. The second half of the pro-

gram will, according to the student's choice, prepare the student to obtain immediate employment or to plan further training. At least two weeks of work and/or training experience is included. Length of course varies from eight to twelve weeks depending on the group served. Sections are offered for adults with hearing impairments and emotional disabilities.

chemistry

Students must bring a copy of their transcript(s) to registration as proof of prerequisite course requirements. Transcripts on file in the Office of the Registrar will not be released or photocopied.

The Chemistry department offers a pre-college course (CHE 104) and first and second year university transfer courses. Students intending to transfer into the second year of a university program are advised to refer to the appropriate university calendar for the specific course requirements. To obtain credit for the first year in the Faculty of Science at UBC, the following courses are required: CHE 110/210, PHY 110/210 (or PHY 100/200) and MAT 120/220. (Some optional courses are also required to complete the first year.)

Mathematics is a requirement in many university programs and most chemistry courses offered at the college require mathematics prerequisites. For this reason, students are advised to consider carefully the sequence of math and chemistry courses taken. The following sequence is suggested to permit students to progress smoothly through chemistry and mathematics in the minimum number of semesters. Students should start at the level consistent with their previous experience.

- Students with no previous chemistry and little mathematics should take CHE 104 and MAT 103.
- Students with CHE 104 (or Chemistry 11) and MAT 103 should take CHE 105 and MAT 105.
- Students with Chemistry 12 and Math 12 (Algebra 12) should take the following:
Semester 1 - CHE 110 and MAT 120
Semester 2 - CHE 210 and MAT 220
- Students may take their third and fourth semesters of chemistry at Douglas College. These transfer as second-year university courses, e.g. CHE 320 and CHE 420 transfer as UBC Chemistry 230.

The following is a possible arrangement:

- Semester 3 - CHE 310; CHE 320 or 321; MAT 321
Semester 4 - CHE 410; CHE 420 or 421; MAT 421

Chemistry Refresher Course

This course is normally offered during the week before classes; i.e.: registration week. This course is designed for students who have been out of school for some time and thus may lack the confidence to enroll directly in a College level Chemistry course. The course emphasizes problem solving and a review of important basic concepts and math skills.

CHE 104 Preparation for General Chemistry

4 credits

This course is a basic introduction to chemistry and is intended for students with little or no background in chemistry. It is also designed to meet the entrance requirements for students intending to transfer to one of the BCIT technology programs. Topics will include exponential notation, significant figures, dimensional analysis, metric system, density, symbols, chemical formulae and equations, percentage composition and simplest formula, atomic mass, mole concept, stoichiometry, solutions, molarity, classification of matter, gases, periodic table and some descriptive chemistry. Co-requisite: MAT 103 recommended

Lecture: 4; Laboratory: 2;

No transfer credit

Offered: Fall and Spring

CHE 105 Introductory Chemistry **5 credits**

This course quickly reviews the content of CHE 104 and then continues with the study of the following topics: stoichiometry, atoms and molecules, solids, liquids and gases, solutions, acids and bases, chemical equilibria, oxidation and reduction and an introduction to electrochemistry.

Prerequisites: CHE 104 OR Chem 11 (C grade) OR SCI 106 (A or B grade) AND MAT 103 OR Math 11 (Algebra 11)

Lecture: 3; Laboratory: 3; Seminar: 1

Transferability:

SFU - CHE 105 = Chem 101 & 106 (5)

UBC - CHE 105/110 = Chem 103 (3)

UVic - CHE 105 = Chem 101 (1.5)

Offered: Fall and Spring

CHE 110 The Structure of Matter 5 credits

This course offers a brief review of stoichiometry, gases and the treatment of experimental data and then focuses on the modern view of atomic structure, nuclear chemistry, theories of bonding and molecular structure, organic chemistry, and properties and reactions of the major functional groups.

Prerequisites: CHE 105 OR Chem 12 (with C or better) AND Math 11 (Algebra 11) OR Chem 11 (A grade) AND Math 12 (Algebra 12).

Lecture: 3; Laboratory: 3; Seminar: 1

Transferability:

SFU - CHE 110 = Chem 102 & 115 (5)

UBC - CHE 110/210 = Chem 120 or 110 (3)

UVic - CHE 110 = Chem 101 (1.5)

Offered: Fall and Spring

CHE 210 Chemical Energetics and Dynamics 5 credits

Topics in this course include solutions, liquids, solids, a review of redox reactions, electrochemistry, the laws of thermodynamics, equilibrium, acids and bases, ionic equilibria, and chemical kinetics.

Prerequisites: CHE 110

Lecture: 3; Laboratory: 3; Seminar: 1

Transferability:

SFU - CHE 210 = Chem 103 & 119 (5)

UBC - CHE 110/210 = Chem 120 or 110 (3)

UVic - CHE 210 = Chem 102 (1.5)

Offered: Fall and Spring

CHE 310 Physical Chemistry 5 credits

This course introduces the study of chemical thermodynamics and is intended for students majoring in science. Topics include the first law of thermodynamics and thermochemistry, entropy, free energy, chemical equilibrium in molecular systems, phases and solutions. Laboratory stresses physical methods in inorganic chemistry.

Prerequisites: CHE 210 OR CHE 105 plus CHE 110 (A or B Grade) AND Mat 120

Lecture: 4; Laboratory: 3

Transferability:

SFU - CHE 310 = Chem 261 (3) Chem (2)

UBC - CHE 310/410 = Chem 205 (3) or 201 and 202 (3); or 208 (3)

UVic - CHE 310 = Chem (1.5) 200 level

CHE 310/410 = Chem 245 (1.5) and Chem (1.5)

Offered: Fall

CHE 320 Organic Chemistry I 5 credits

This is a general Organic Chemistry course. Topics include the fundamental aspects of modern organic chemistry as illustrated by the structure, properties and

reactions of alkanes, cycloalkanes, alkenes, alkynes, arenes, halogen compounds, alcohols, ethers, carboxylic acids, aldehydes and ketones. Stereo chemistry, aromaticity and electrophilic aromatic substitution and spectroscopy are also included.

Prerequisite: CHE 110 Lecture: 4; Laboratory: 3

Transferability:

SFU - CHE 320 = Chem 251 & 256 (5)

UBC - CHE 320/420 = Chem 230 (3)

UVic - CHE 320 = Chem 231 (1.5)

Offered: Fall

CHE 321 Organic Chemistry I 5 credits

This course deals with the fundamental principles of modern organic chemistry and includes the structure, properties and reactions of all common functional groups. Emphasis will be placed on the mechanism and physical aspects of the science. This course is for prospective honors and majors students in science.

Prerequisite: CHE 210

Lecture: 4; Tutorial: 1; Laboratory: 3

Transferability:

SFU - CHE 321 = Chem 251 & 256 (5)

UBC - CHE 321/421 = Chem 203 or 230 (3)

UVic - CHE 321 = Chem 231 (1.5)

Offered: Fall

CHE 410 Physical and Inorganic Chemistry 5 credits

In this course the principles of chemical thermodynamics, kinetics and spectroscopy will be applied to the study of phase equilibria, electrolyte solutions and electrochemistry as well as to an investigation of the properties and structure of coordination compounds.

Prerequisite: CHE 310 Lecture: 4; Laboratory: 3

Transferability:

SFU - CHE 410 = Chem 232 (3) & Chem (2)

UBC - CHE 310/410 = Chem 205 (3) or 201 and 202 (3); or 208 (3)

UVic - CHE 410 = Chem (1.5) 200 level

CHE 410/310 = Chem 245 (1.5) and Chem (1.5)

Offered: Spring

CHE 420 Organic Chemistry II 5 credits

This course is a continuation of CHE 320. Topics include the fundamental aspects of modern organic chemistry as illustrated by the structure, properties and reactions of functional groups such as aldehydes, ketones and their derivatives, amines and diazonium compounds and bifunctional compounds, followed by an introduction to the chemistry of fats, carbohydrates and proteins.

Prerequisite: CHE 320

Lecture: 4; Laboratory: 3

Transferability:

SFU - CHE 420 = Chem 252 (3) & Chem (2)

UBC - CHE 320/420 = Chem 230 (3)

UVic - CHE 420 = Chem 232 (1.5)

Offered: Spring

CHE 421 Organic Chemistry II 5 credits

This is a continuation of CHE 321 and deals with such topics as carbanions, amines, unsaturated carbonyl compounds, neighboring group effects and heterocyclic com-

pounds. Fats, carbohydrates and protein will also be treated.

Prerequisite: CHE 321

Lecture: 4; Tutorial: 1; Laboratory: 3

Transferability:

SFU - CHE 421 = Chem 252 (3) & Chem (2)

UBC - CHE 321/421 = Chem 203 or 230 (3)

UVic - CHE 421 = Chem 232 (1.5)

Offered: Spring

child & youth care counsellor

These courses are only for those students enrolled in the Child and Youth Care Counsellor program.

CCC 100 Human Services - Introductory 3 credits

This course is designed to introduce students to the principle of normalization. The focus will be on the integration, planning and provision of services, the environmental aspects and considerations related to the receivers and providers of service.

Prerequisite: None (Practitioners who are taking the Child and Youth Care Program part-time should include this core course among the first five courses taken.)

Lecture: 2; Seminar: 1

Transfer credit limited Offered: Fall

CCC 101 Behaviour Management 3 credits

This course is an introductory study of the techniques used in managing human behaviour. Techniques in observing and measuring behaviour will be studied and various theories of behaviour management will be discussed. Particular emphasis will be placed on the development of skills used in helping change behaviour.

Prerequisite: None

Lecture: 5 hours x 9 weeks

Transfer credit limited Offered: Fall

CCC 113 Learning and Development 3 credits

This course is designed to provide students with an awareness of growth and development in the prenatal period, infancy, childhood and adolescence. The major theories of development are described and evaluated. Major milestones in physical, cognitive and emotional/social growth are identified and discussed. Deviances from these norms are discussed. The course also emphasizes the practical implications of important studies in child development.

Prerequisite: None

Lecture: 5 hours x 9 weeks

Transfer credit limited Offered: Fall

CCC 142 Skills and Methods - The Process of Helping 3 credits

This course will introduce the Child and Youth Care Counsellor student to the processes involved in the helping relationship: perception and communication skills for effective helping; stages of the helping interview; core dimensions in the helping relationship; facilitation of action programs. The basic theoretical approaches in the helping field will be surveyed.

Prerequisite: None

Lecture: 2; Seminar: 1

Transferability: UVic - C.C. (1.5) 200 level

Offered: Fall

CCC 153 Activities and Routines in Living - Introductory 3 credits

This course is designed to introduce the learner to the importance of activities and routines. The material is related to a wide range of developmental disabilities. Health and safety maintenance, daily routines and self care skills are examined. Considerable emphasis is placed on the skills necessary for the effective use of activities and routines to promote development.

Prerequisite: None

Lecture: 5 hours x 9 weeks

Transfer credit limited Offered: Fall

CCC 183 Child and Youth Care Practicum I 5 credits

The practicum in this course comprises two four-week blocks of realistic work experience in community settings. Students will experience involvement with developmentally disabled individuals in residential and/or day programs under supervision of a staff member in the setting and an instructor from the College program.

There are modules of classroom learning before and after each practicum block. During the practicum, there are weekly seminars which are essential in the integration of classroom material and field work experience.

Prerequisite: None

Practicum: Two four-week experiences

Transfer credit limited Offered: Fall

CCC 201 Family and Change 3 credits

This course is an introductory study of the family as a dynamic system. Emphasis will be placed on examining skills necessary in working with families, especially families in crisis. Core material will be presented which outlines the major assumptions governing family structure and process. This material will be looked at in terms of systems theory.

Prerequisite: CCC 101 or 113

Lecture: 5 hours x 9 weeks

Transfer credit limited Offered: Spring

CCC 233 Individual Differences 3 credits

This course is designed to acquaint students with the wide spectrum of developmental disabilities and individual differences which exist. The course attempts to examine the etiology of these disabilities and differences, as well as looking at traditional and innovative approaches to dealing with them.

Prerequisite: None

Lecture: 5 hours x 9 weeks

Transfer credit limited Offered: Spring

CCC 242 Skills and Methods - The Process of Helping in Groups 3 credits

This course concentrates on training the Child and Youth Care Counsellor student to work effectively in small groups. It focuses on both content and process, presenting theory for the group worker's function, member's roles, group structure, group models, group development observation and evaluation techniques.

Prerequisite: CCC 142 Lecture: 2; Seminar: 1

Transfer credit limited Offered: Spring

CCC 253 Activities and Routines in Living - Advanced 3 credits

This course is a study of a spectrum of activities in the total life of developmentally disabled individuals. The content will strongly emphasize how activities can be adapted to different developmental levels and disabilities and how individual potential can be maximized personally and socially.

Prerequisite: None

Lecture: 5; Laboratory: 3

Transfer credit limited Offered: Spring

CCC 283 Child and Youth Care Practicum II 6 credits

This practicum comprises two four-week blocks of realistic work experience in community settings. Students will experience involvement with developmentally disabled individuals in residential and/or day programs under supervision from a staff member in the setting and an instructor from the College program. There are modules of classroom learning before and after each practicum block. During the practicum, there are weekly seminars which are essential in the integration of classroom material and field work experience.

Prerequisite: CCC 183

Two four-week experiences

Offered: Spring

CCC 288 Child and Youth Care Practicum I Part-Time Program 3 credits

This practicum comprises 140 hours of realistic work experience in a community setting. Students will experience involvement with developmentally disabled individuals in residential and/or day programs. The practicum includes discussions with College faculty supervisors focused on mastery of a set of competencies.

Prerequisite:

1) Verification of work or volunteer experience equivalent to CCC 183 Practicum

2) a. Five CCC courses including CCC 100

b. Verification of at least six to eight hours a week of volunteer or work experience during the week in which these courses were taken. One four week experience or equivalent

Transferable

Offered: Spring

CCC 289 Child and Youth Care Practicum II Part-Time Program 3 credits

This practicum comprises 140 hours of realistic work experience in a community setting. Students will experience involvement with developmentally-disabled individuals in residential and/or day programs. The practicum includes discussions with College faculty supervisors focused on master of a different set of competencies.

Prerequisite: CCC 288

NOTE: CCC 288 plus CCC 289 is equivalent to CCC 283

One four week experience or equivalent

Transferable: Transfer credit limited

Offered: Spring

communications

(For other writing courses see English, Creative Writing, English as a Second Language, DVST, Reading and Study Skills and Print Futures)

Communications Writing Assessment

Students taking Communications 105, 110 or 115 are required to write a Douglas College Communication Writing Assessment unless they have successfully completed a college level English or Communications course and produce their transcript at registration, or have written the Language Proficiency Index (formerly the English Placement test) and produce an acceptable score at registration.

The Communications Discipline does not accept high school grades in place of the above requirements.

The Douglas College Communications Writing Assessment is offered on a regular basis through the English and Communications Department. The test results do not determine eligibility to enter Douglas College, but are used to direct students to the courses which are best suited to their ability.

Further information about the Douglas College Writing Assessment or the Language Proficiency index may be obtained from either the Student Services Centre or the English and Communications Department.

Communications

These courses focus on the complex tasks of practical oral and written communications, tasks which will be part of future career activities. Most college programs require a specific Communications Course; students therefore should see program sections of the calendar for direction on course selection. Most sections of Communications 110 are restricted to specific program areas. Admission to Communications 105, 110 and 115 requires a written assessment prior to registering (see Communications Writing Assessment). Students not meeting the required standard will be advised to enroll in Communications 105 or will be referred to DVST or ESL.

COM 105 Introduction to the Fundamentals of Business/Technical Writing 3 credits

This preparatory course helps students to develop the writing skills necessary for the complex writing tasks required in either Communications 110 or 115. The fundamentals of standard English are emphasized, including spelling, diction, grammar, logical sentence connections, and paragraph coherence. Course content is geared to students' educational and professional goals and focuses on straightforward workplace writing tasks: summary, description, letters, and simple reporting.

Prerequisite: None

No transfer credit

Offered: Fall, Spring and Summer

Lecture: 1; Workshop: 3

COM 110 Practical Communications for Career Students 3 credits

Communications 110 is made up of a number of possible components, including instruction and practice in the writing of reports, letters, resumes, memos, briefs, and research papers; oral communications such as seminar/oral presentations, employment interviews, and meetings; and other related skills required for effective on-the-job relationships. This course has been developed for certificate and diploma students in most Social Services Programs, the Arts Management Program and some Business Programs. A different combination of components will be presented to meet the needs of students in the field of study. Sections of COM 110 are usually preregistered for specified programs only.

Prerequisite: None

No transfer credit

Lecture: 2; Seminar: 2

Offered: Fall and Spring

COM 115 Practical Writing 3 credits

This course helps to prepare students for the complex writing tasks required in the workplace. Students learn to differentiate between informational, persuasive, and researched workplace writing, and will consider various developmental and organizational strategies. Students learn to express themselves clearly and concisely, focusing on audience and purpose, and on various communicative tasks: summary, correspondence, memoranda, research reports.

Prerequisite: None

Transferability:

Lecture: 2; Seminar: 2

SFU - COM 115 = No transfer credit

UBC - COM 115 = Eng (1.5)

Precludes credit for UBC English 301

UVic - COM 115 = Eng 225 (1.5)

CGA - COM 115 = English Requirement

RIA/SMA - COM 115 = Communication and Case Analysis Requirement

Offered: Fall, Spring and Summer

COM 125 Speech Communications 3 credits

In this course students acquire the most essential speaking ingredient - confidence. Here students have the opportunity to share ideas, aspirations and skills with their colleagues in an informal classroom setting. Students learn how to organize the information they have gathered, and how to deliver this information through clear, comprehensible speech. They also learn how to express themselves persuasively and sincerely, and how

to combine these skills with complementary body language and visual aids in their presentations.

Prerequisite: None

Lecture: 2; Workshop: 2

Transferability:

CGA - COM 125 = Public Speaking Requirement

Offered: Fall and Spring

COM 160 Introduction to Film 3 credits

This introduction to film examines, in the first half of the course, film history, basic vocabulary of film, the shot unit and its flexibility, camera angles, lighting, sound as a complement to the moving image and the function of the shooting script. The second half of the course involves an analysis of thematically-linked films. Course content and format under review.

Prerequisite: None

Seminar: 2; Film and laboratory: 2

Transferability:

SFU - COM 160 = General Elective Film (3)

UBC - COM 160 = Thea (1.5)

UVic - COM 160 = Art (1.5) 200 level

Not offered 1990/91

COM 161 Introductory Film Making 3 credits

This course provides an introduction to the process of filmmaking. The first half of the course includes rudimentary facts about equipment, techniques of shooting and writing a shootable film script (which may be documentary, fiction or abstract). The second half of the course involves production of an 8mm film. Course content and format under review

Prerequisite: None

Seminar: 2; Production: 2

Transferability:

SFU - COM 161 = General Elective Film (studio) (3)

UBC - COM 161 = Thea 233 (1.5)

UVic - COM 161 = Art (1.5) 200 level

Not offered 1990/91

COM 215 Interpersonal Communication for Dental Auxiliary Students 3 credits

This course focuses on the interpersonal communication process, the helping relationship, the facilitative, transitional and action dimensions in the helping relationship and the problem solving process.

Prerequisite: None

Lecture: 1; Seminar: 1; Group Work: 2

No transfer credit

Offered: Fall

COM 216 Interpersonal Communication 3 credits

This general course will provide students with an understanding of the communication skills required to develop effective interpersonal relationships in the workplace, e.g. listening, speaking, clarifying, reflecting and giving feedback. Students will have the opportunity to practise these skills in both one on one and in group settings.

Prerequisite: None

Lecture: 2 Seminar: 2

Transferability:

SFU - COM 216 = Cmns (3)

UVic - no credit

UBC - no credit

Offered: Spring

community social service worker

These courses are only for those students enrolled in the Community Social Service Worker program.

CSSW 100 Social Services: Introduction to Social Welfare 3 credits

This course is designed to provide students enrolled in the Community Social Service Worker Program with the opportunity to examine the history of helping, the development of Canadian Social Welfare and the changing social service delivery system in Canada. Various philosophies and methods of service delivery will be surveyed with emphasis on the principle of normalization.

Prerequisite: None

Total hours: 60

Offered: Fall

CSSW 112 Social Services: Lifespan Development 3 credits

This course is designed for students enrolled in the Community Social Service Worker Program. It explores the physical, intellectual, psychosocial and sexual develop-

ment of the individual across the lifespan. The student will become familiar with many different theories and methods of studying human growth and development. The overall goal is to apply this learning, in the practice of social service work, to help meet the basic human needs of each individual.

Prerequisite: None

Total hours: 60

Offered: Fall

CSSW 142 Skills and Methods: Individuals 3 credits

This course is designed to introduce students enrolled in the Community Social Service Worker Program to the process and skills of helping. The course has a dual emphasis: first to provide the student with a conceptual understanding of the process and variables involved in the helping relationship; and, second, to assist students to develop practical skills in interviewing, problem solving and the application of the skills of helping. Ethics,

values, and the importance of developing awareness of self will be explored.

Prerequisite: None

Total hours: 60

Offered: Fall

CSSW 162 Skills & Methods: Financial Assistance 3 credits

This course introduces students enrolled in the Community Social Service Worker Program to the theory, skills and attitudes necessary to deliver income assistance in British Columbia and to work with people who are affected by conditions of poverty. The social, psychological, and economic variables associated with poverty are explored. The income assistance delivery system of the Ministry of Social Services and Housing will be Examined. Throughout the course the emphasis will be on the development of practical skills and attitudes.

Prerequisite: None

Total hours: 60

Offered: Fall

CSSW 182 Community Social Service Worker: Practicum Introductory 3 credits

This course is designed for students enrolled in the Community Social Service Worker Program to provide opportunity for the student to practice professional social service skills in a selected social service agency under supervision. The student will practice and master skills from courses CSSW 100, CSSW 112, CSSW 142 and CSSW 162, through interaction with clients and agency personnel. A weekly discussion group forms part of the practicum experience and promotes the student's integration of classroom learning and practice.

Prerequisite: None

Total hours: 221

Offered: Fall

CSSW 200 Social Services: Community Work 3 credits

This course is designed for students enrolled in the Community Social Service Worker Program to increase their awareness of the organization, structure and process of social service agencies. The student will become familiar with the concept of community development through mobilizing activities. Using the legal process as a framework, groups of students will work collaboratively to create and develop the basic components of a hypothetical non-profit social service agency to fill a community need.

Prerequisite: CSSW 100

Total hours: 60

Offered: Spring

CSSW 201 Social Services: Family and Change 3 credits

This course is designed for students enrolled in the Community Social Service Worker Program. It introduces the student to: the great diversity of family life; how families interact as a social system; how families deal with the changing tasks of the family life cycle; and to the family under stress. The influence of the students' own family of origin on current attitudes, values and behaviour will be emphasized.

Prerequisite: CSSW 112

Total hours: 60

Offered: Spring

CSSW 242 Skills and Methods: Groups 3 credits

This course is designed to introduce students enrolled in the Community Social Service Worker Program to the practical skills of designing and leading groups in social service settings. The course has a dual emphasis: first to provide the student with a conceptual understanding of the process and variables involved in leading groups; and second, to assist students to develop practical skills in leading groups. Theory and exercises will be integrated to provide an experiential approach to the study of the dynamics of social service groups.

Prerequisite: CSSW 142

Total hours: 60

Offered: Spring

CSSW 272 Skills & Methods: Employment Counselling 3 credits

This course is designed to introduce students enrolled in the Community Social Service Worker Program to the skills of employment counselling. The course will examine the social and psychological effects of unemployment together with the process and practical skills necessary to assist unemployed clients to obtain employment.

Prerequisite: None

Total hours: 60

Offered: Spring

CSSW 282 Community Social Service Worker: Practicum Advanced 3 credits

This course is designed for students enrolled in the Community Social Service Worker Program to provide opportunity for the student to practice advanced professional social service skills in a social service agency under supervision. The Student will practice and master skills from courses CSSW 200, CSSW 201, CSSW 202, CSSW 242, and CSSW 272, through interaction with clients and agency personnel.

Prerequisite: CSSW 182

Total hours: 300

Offered: Spring

community support worker

These courses are only for those students enrolled in the Community Support Worker program. Transfer credit is limited.

HMS 109 Introduction to Community Support 3 credits

This course is designed to introduce the student to current practices and procedures used when providing support to people with mental handicaps living in the community. The concept of Social Role Valorization will be used as a main focal point.

Total hours: 60

HMS 119 Supporting Needs of Children with Mental Handicaps 3 credits

This course is designed to examine the principles of development from the prenatal stage through adolescence in relation to the lives of people with mental handicaps. The development and maintenance of service and support networks for this population will also be discussed.

Total hours: 60

HMS 142 Helping Skills 2 credits

This course is designed to introduce the student to the processes involved in the helping relationship. The application of helping skills to the needs of others, including individuals with mental handicaps, will be examined.

Total hours: 40

HMS 169 Training Techniques I 3 credits

This course is designed to introduce the student to the principles involved in planning programs to support people with mental handicaps living in the community. The principles of behaviorism and skill acquisition training will be examined.

Total hours: 60

HMS 179 Augmentative Communication I 1.5 credits

This course is designed to provide the student with an overview of the role of the Community Support Worker in promoting communication for non-verbal people with mental handicaps in the community. Terminology related to augmentative communication and commonly used communication systems will be examined.

Total hours: 30

HMS 199 Community Support Worker Practicum I 4.5 credits

This course will provide the student with the opportunity to develop, practice and master skills required for lifting and transferring an individual, stress management techniques, and skills from the courses Introduction to Community Support, Augmentative Communication I, Supporting Needs of Children with Mental Handicaps, Helping Skills, and Training Techniques I through interaction with individuals with mental handicaps.

Total hours: 181

HMS 219 Supporting Needs of Adults with Mental Handicaps 1.5 credits

This course is designed to examine the principles of development from young adulthood through late adulthood in relation to the lives of people with mental handicaps. The development and maintenance of service and support networks for this population will also be discussed.

Prerequisite: HMS 119

Total hours: 30

HMS 229 Handicapping Conditions 3 credits

This course is designed to introduce the student to the condition of mental retardation and other associated disabling conditions. Etiology, definitions, and classifications systems will be examined.

Total hours: 60

HMS 242 Group and Teamwork Skills 2 credits

This course is designed to provide the student with an understanding of techniques that will allow the student to be an effective member of a group or team. Strategies for supporting people with mental handicaps to function effectively as group members will also be examined.

Prerequisite: HMS 142

Total hours: 40

HMS 259 Leisure Activities 2 credits

This course is designed to provide the student with an overview of strategies for supporting people with mental handicaps in leisure and recreation activities in community settings.

Total hours: 40

HMS 269 Training Techniques II 3 credits

This course is designed to familiarize students with the principles of program design for people with mental handicaps. Topics will include writing goals and objectives, the use of task and activity analyses, generalization and maintenance, and evaluating progress.

Prerequisite: HMS 169

Total hours: 60

HMS 279 Augmentative Communication II **1.5 credits**

This course is designed to provide the student with strategies for supporting non-verbal people with mental handicaps to use specific communication systems in community settings. Strategies for intervening according to the related traits and needs of individuals will also be examined.

Prerequisite: HMS 179 Total hours: 30

HMS 299 Community Support Worker Practicum **4 credits**

This course will provide the student with the opportunity to develop, practice and master skills from the courses Group and Teamwork Skills, Training Techniques II, Augmentative Communication II, Supporting Needs of Adults with Mental Handicaps and Leisure Activities through interaction with individuals with mental handicaps.

Prerequisite: HMS 199 Total hours: 169

HMS 309 Community Support Advanced **3 credits**

This course is designed to provide the student with strategies to assist people with mental handicaps to exercise legal and social rights, and to cope with situations when non-legislated personal rights are violated. Strategies for staff to cope with a variety of situations typically encountered in the field will be examined.

Prerequisite: HMS 109 Total hours: 60

HMS 339 Personal Care Needs of People with Multiple Handicaps **3 credits**

This course is designed to provide the student with an overview of techniques involved in providing personal care to people with multiple handicaps. The role of the Community Support Worker in relation to health care professionals particular responsibilities will be examined.

Prerequisite: HMS 229

Lab: 30 hours Lecture: 30 hours

HMS 342 Family Support Skills **2 credits**

This course is designed to provide the student with an overview of family systems and structures, and the various effects that the member with a mental handicap has upon the family. The role of the Community Support Worker in relation to supporting the family will also be examined.

Prerequisite: HMS 242 Total hours: 40

HMS 369 Training Techniques III **3 credits**

This course is designed to examine the principles of individualized planning for people with a mental handicap. A variety of specific training issues related to motor and social skills, as well as issues pertaining to training in the different domains will also be examined.

Prerequisite: HMS 269 Total hours: 60

HMS 389 Community Support Worker Practicum **4 credits**

This course will provide the student with the opportunities to develop, practice and master skills from the courses Training Techniques III, Community Support - Advanced and Family Support Skills through interaction with individuals with mental handicaps.

Prerequisite: HMS 299 Total hours: 169

HMS 399 Community Support Worker Practicum **2 credits**

This course will provide the student with the opportunity to develop, practice and master skills from the course Personal Care Needs of People with Multiple Handicaps through interaction with individuals with mental handicaps.

Prerequisite: HMS 199 Total hours: 100

computer information systems

CIS 110 Introduction to Computers **3 credits**

This course will provide a general introduction to computers, applications software, programming, hardware and computer systems. Emphasis will be placed on computer literacy topics such as hardware, software, operating systems, programming languages, data communications, applications software and systems. This course is suitable for students who wish to use the computer as a tool for problem solving.

Prerequisite: Math 11 (Algebra 11)

Lecture: 2; Seminar: 2

Transferability:

SFU - CIS 110 = Cmpt 001 (3)

UBC - CIS 110 = see transferability notes*

UVic - CIS 110 = C.Sc. (1.5) 100 level

RIA - CIS 110/210 = Data Processing 314

CGA - CIS 110/200 = I.C.S. 325

CA - CIS 110 = Business Computers

Offered: Fall and Spring

CIS 120 Introduction to R.P.G. 3 credits

An introduction to the "Report Program Generator" Language, this course will provide training in the fundamentals and techniques of using R.P.G. for business applications. Emphasis will be placed on R.P.G. LOGIC, I/O and Calculation Specifications, and the use of Indicators. Students will write at least 6 programs in R.P.G.

Prerequisite: CIS 110 Lecture: 2; Laboratory: 2
Transferability:

SFU - CIS 120 = no transfer credit

UBC - CIS 120 = no transfer credit

UVic - CIS 120 = C.Sc. (1.5) 100 level

Offered: Spring

CIS 130 Hardware and Data Communications 3 credits

Topics include Hardware Equipment, C.P.U. Components, and Hardware Design. Digital Electronics will also be discussed. The Data Communications portion of the course will stress Data Network Analysis, Telecommunications equipment, Line Facilities and Service Offerings provided by the Common Carriers.

Design of a Communications Network will be a major project of the course.

Prerequisite: CIS 110 Corequisite: CIS 120

Lecture: 3; Laboratory: 1

Transferability:

SFU - CIS 130 = CMPT (3)

UBC - CIS 130 = no transfer credit

UVic - CIS 130 = C.Sc. (1.5) 100 level

Offered: Fall

CIS 200 Information Systems 3 credits

This course provides the student with an introduction to several different information systems. The student will be provided with the skills that are necessary for the analysis and design of information systems, and will apply these skills in a step-by-step manner leading from the recognition of a problem to the implementation of a solution on a case study.

Prerequisite: CIS 110 Lecture: 2; Laboratory: 2

Transferability:

SFU - CIS 200 = no transfer credit

UBC - CIS 200 = no transfer credit

UVic - CIS 200 = C.Sc. (1.5) 100 level

RIA - CIS 110/200 = Data Processing 314

CGA - CIS 110/200 = I.C.S. 325

CA - CIS 200 = Management and Info Systems

Offered: Spring

CIS 210 Intermediate BASIC 3 credits

Topics include advanced programming methods in BASIC, Report Design, Documentation, Sequence

Checking, Control Breaks, Page Overflow, Substring Functions, and File Breaks.

Prerequisite: CIS 110

Lecture: 2; Laboratory: 2

Transferability:

SFU - no transfer credit

UBC - CIS 210 = see transferability notes*

UVic - CIS 210 = C.Sc. (1.5) 100 level

Offered: Spring

CIS 230 COBOL Programming 3 credits

An introduction to the business oriented high level language COBOL. Topics include the format divisions of COBOL; identification, environment data, and procedure divisions. Also discussed are documentation standards, control breaks, sequence checking, and report design. Students will write, compile, and run COBOL and WATBOL programs.

Prerequisite: CIS 110;

Lecture: 2; Laboratory: 2

Transferability:

SFU - CIS 230 = CMPT 103 (3) **

UBC - CIS 230 = see transferability notes*

UVic - CIS 230 = C.Sc. (1.5) 100 level

Offered: Fall and Spring

CIS 240 Structured Programming Techniques and Concepts - PL/1 3 credits

Topics include characteristics of a well-designed computer program. Top-Down program Design, Modular programming techniques, program testing methods, and debugging concepts will be covered. PL/1 Language will be used.

Prerequisite: CIS 110; Lecture: 2; Laboratory: 2

Transferability:

SFU - CIS 240 = CMPT 103 (3) **

UBC - CIS 240 = see transferability notes*

UVic - CIS 240 = C.Sc. (1.5) 100 level

Offered: Fall and Spring

CIS 250 PASCAL Programming 3 credits

An introduction to the programming language 'PASCAL'. Emphasis will be placed on the application of PASCAL to business data processing. Topics will include data structures, control structures, flow of control and additional PASCAL data types. Students will code, debug and test 'PASCAL' programs.

Prerequisite: CIS 110

Lecture: 2; Laboratory: 2

Transferability:

SFU - CIS 250 = CMPT 103 (3) **

UBC - CIS 250 = CPSC 114 (1.5) see transferability notes*

UVic - CIS 250 = C.Sc. 110 (1.5)

Offered: Fall and Spring

CIS 260 Advanced COBOL**3 credits**

This course will provide the student with the advanced features of COBOL. Topics include structured and efficient COBOL Programming techniques. Emphasis will be placed on table processing and file handling, using Sequential, Indexed Sequential, and Direct File Organization. Students will write a number of programs which apply these techniques.

Prerequisite: CIS 230 Lecture: 2; Laboratory: 2

Transferability:

SFU - CIS 260 = no transfer credit

UBC - CIS 260 = see transferability notes*

UVic - CIS 260 = C.Sc. 275 (1.5)

Offered: Fall

CIS 300 MIS/Database Management**3 credits**

This course will provide the student with a knowledge of Database concepts. Emphasis will be placed on loading, modifying and querying a database environment using a host language. Discussion and application of data structures, models of hierarchical, network and relational databases. Discussion of storage devices, data administration and data analysis, design and implementation.

Prerequisite: CIS 200 Lecture: 2; Seminar: 2

Transferability:

SFU - CIS 300 = CMPT (3)

UBC - CIS 300 = CPSC (1.5) 200 level (precludes credit for CPSC 404)

UVic - CIS 300 = C.Sc. (1.5) 200 level

Offered: Fall

CIS 410 Microcomputer Concepts & Software Applications**3 credits**

This course will provide the student with a detailed practical knowledge of microcomputers and the skill to use and select software. Emphasis will be placed on understanding totally integrated software applications such as spreadsheets, database management, graphics, word processing, and data communications software. Concepts of hardware, software, and operating systems will be explained.

Prerequisite: CIS 110 or permission of instructor

Lecture: 2; Laboratory: 2

Transferability

SFU - CIS 410 = not transferable

UBC - CIS 410 = not transferable

UVic - CIS 410 = C.Sc. 100 (1.5)

Offered: Spring

CIS 430 Fourth Generation Software Languages**3 credits**

This course is designed to provide the student with a knowledge of fourth generation software. Emphasis will be placed on the major components of an advanced development language for creating business applications. Productivity tools and techniques for computer systems and programming will be discussed.

Prerequisite: CIS 110 Lecture: 2; Laboratory: 2

SFU - CIS 430 = no transfer credit

UBC - CIS 430 = no transfer credit

UVic - CIS 430 = C.Sc. (1.5) 200 level

Offered: Spring

CIS 450 Assembler Programming**3 credits**

This course will provide the student with a detailed practical knowledge of principle organizations of computer architecture, and the structure of machine, assembly and low level languages. Assembler language will be used so that the student will become familiar with the actual programming steps taken by the computer. Principles of monitors, executives and operating systems will be discussed.

Prerequisite: CIS 110 Lecture: 2; Laboratory: 2

Transferability:

SFU - CIS 450 = CMPT 105 (3)

UBC - CIS 450 = CPSC (1.5) 200 level (precludes credit for CPSC 313)

UVic - CIS 450 = C.Sc. 230 (1.5)

Offered: Spring

CIS 495 Applied Research Project**3 credits**

This course enables students in the Computer Information Systems Program to acquire practical experience in defining, designing, developing and implementing a special computer systems project. Each student in consultation with a faculty advisor will select an appropriate computer project. Project topics may vary from in-depth research to systems analysis and design proposals.

Prerequisite: Successful completion of a minimum of 45 program credits.

Seminar: 16; Field Experience: 56

No transfer credit

Offered: Spring

***UBC Transferability Notes:** 110/210/230/240/260 (any 2) are equivalent to CPSC (3). The maximum credit granted for programming courses at this level including CIS 250 is 3 units.

****SFU Transferability Note:** Consult SFU Transfer Guide

computing science

Computing science, as distinguished from computer programming, is the study of computing machinery, algorithms, and methodologies. The courses being offered will appeal to the student pursuing a career in computing and to non-computing science students who require a solid theoretical foundation in the area.

The primary goal of CMPT 110, the introductory course in the series, is to teach methods for the design and testing of computer programs. The problems are typically chosen from such subject areas as artificial intelligence, compiler design, and computer graphics as opposed to data processing applications. CMPT 210 and 310, the subsequent courses in this series, deal with techniques for tackling progressively larger and more complex problems. The organization of a computer, including the hardware and the operating system, is considered in CMPT 220. The theoretical aspects of computing, including logic and formal problem analysis, are considered in CMPT 330.

The only formal requirement for entry into CMPT 110 is at least a B in Grade 12 Algebra. Although prior computing experience is not necessary, some previous exposure would be an asset as would be some typing skills.

Transfer credit is granted by SFU, UBC and UVic. Students should refer to the universities calendar and transfer guide for detailed information.

CMPT 110 Introduction to Computing Science Using Pascal 4 credits

Computing Science 110 is an introduction to the design and implementation of computer programs on interactive terminals using Pascal. Emphasis is placed on the orderly analysis of the problem specification and the development of algorithms. In addition to program correctness and reliability, the clarity and maintainability of the computer program is stressed. Problem examples are taken from various disciplines including numerical computations and artificial intelligence.

Prerequisite: Math 12 (Algebra 12) with a grade of B or better, or MAT 103 and 105 Lecture: 4; Seminar: 1

Transferability:

SFU - CMPT 110 = CMPT 103 (3)
UBC - CMPT 110 = CPSC 114 (1.5)
UVic - CMPT 110 = C.Sc. 110 (1.5)

Offered: Spring and Fall

CMPT 210 Intermediate Computing Science 4 credits

Computing Science 210 is a continuation of CMPT 110. It introduces the student to structured design with emphasis on the production of modules with low coupling

and high cohesion. The analysis of algorithms is introduced via searching and sorting algorithms. The concept of recursion and the function of the system stack is considered in depth and used in a number of assignments. Recursive descent parsing and backtracking are introduced.

Prerequisite: CMPT 110, MAT 120

Lecture: 4; Open Lab (writing programs): 6

Transferability:

SFU - CMPT 210 = CMPT 104 (2)

UBC - CMPT 210 = CPSC 116 (1.5)

UVic - CMPT 210 = C.Sc. (1.5) 100 level

Offered: Spring

CMPT 220 Introduction to Computer Organization and Assembly Programming 3 credits

Computing Science 220 introduces the student to computer organization and assembly programming. The computer organization component of the course concentrates on the components of the central processing unit (CPU) such as: gates, registers, arithmetic logic unit, and memory. The control unit of the CPU is introduced by considering the fetch-decode-execute cycle and the data transfer between registers in a virtual machine. The assembly language programming component considers machine independent data representation, memory addressing and the software components of the operating system such as the assembler, the linker, and the loader. The student must implement a number of assembly language programs and a high-level language program. The high-level language is used to implement a cross-assembler for a very small virtual machine or to implement a macro-processor.

Prerequisite: CMPT 110

Lecture: 4; Open Lab (writing programs): 5

Transferability:

SFU - CMPT 220 = CMPT 105 (3)

UBC - CMPT 220 = CPSC 213 (1.5)

UVic - CMPT 220 = C.Sc. 230 (1.5)

Offered: Spring

CMPT 310 Data Structures and Program Design 4 credits

This course considers dynamically allocated structures and continues the study of program and small system design. The linked structures, lists, stacks, queues, and trees are considered in a number of realistic applications including simulations, operating systems, and databases. Recursion is used extensively.

Prerequisite: CMPT 210 and CMPT 220

Lecture: 4; Open Lab (writing programs): 6

Transferability:

SFU - CMPT 310 = CMPT 201 (4)
 UBC - CMPT 310 = CPCS 210 (1.5)
 UVic - CMPT 310 = C.Sc. (200 level) (1.5)
 Offered: Fall (subject to demand)

CMPT 330 Introduction to Discrete Structures **3 credits**

This course introduces the student to mathematical models and formalisms used in computing science. Such topics as set theory, inductive and deductive proofs, logic and formal languages are also covered. Prerequisites: CMPT 210 and 220

Lecture: 4

Transferability:

SFU - CMPT 330 = CMPT 205 (3)
 UBC - CMPT 330 = CPSC 220 (1.5)
 UVic - CMPT 330 = C.Sc. (200 level) (1.5)
 Offered: Fall (subject to demand)

CMPT 350 Introduction to Digital Circuits **3 credits**

This course introduces the student to digital circuit design and construction. Circuits are built first from gates, (SSI circuits) followed by MSI and LSI circuits. VLSI circuits including microprocessors are also considered. Topics covered in the lectures include: boolean algebra, expression minimization via mapping techniques, asynchronous and synchronous circuits, flip-flops, memories, arithmetic logic units and interfacing to computers. The laboratory considers the electrical aspects of building circuits including the power supply, electrical noise, key bounce, despicking, pull-up resistors and wiring practices.

Prerequisites: CMPT 220 Lecture: 4 Laboratory: 2

Transferability:

SFU - CMPT 350 = CMPT 290 (3)
 UBC - CMPT 350 = Electrical Engineering 256 (1.5)
 U.Vic- CMPT 350 = C.Sc 250 (1.5)
 Not offered 1990/91

construction management

CON 128 Construction Technology I **3 credits**

Construction management requires a technical knowledge of construction materials and their applications in construction work. This course enables the student to comprehend and analyze the main construction materials and their applications included in the major divisions of the Masterformat for construction: Division 2 - Site Work; Division 3 - Concrete; Division 4 - Masonry; Division 5 - Metals; and Division 6 - Wood and Plastics.

Prerequisite: None Lecture: 4

Offered: Fall

CON 138 Technical Graphics **3 credits**

This course enables students to comprehend and apply the principles and technical graphics as used in orthographic, isometric and perspective, construction drawings, manufacturing drawings and sketches. The concepts of computer graphics and computer-aided drafting are introduced.

Prerequisite: None Lecture: 2; Laboratory: 2
 No transfer credit Offered: Fall

CON 148 Construction Science **3 credits**

In this course the student learns to apply some of the basic laws of physics as they relate to construction and product manufacturing and installation, and to applications and their problems in buildings and other structures.

Prerequisites: Math 11 (Algebra 11) and Physics 11 or Instructor Permission

Lecture: 2; Seminar: 2

No transfer credit

Offered: Fall

CON 158 Reading Technical Aids **3 credits**

This course deals with reading and using technical documents (drawings, specifications, contracts, etc.). Reading and analyzing drawings and specifications is necessary for:

- (1) Estimating costs;
- (2) Performing and managing production.

Both of these require the measurement of components. Therefore, as a means to understanding technical documents, students in this course learn to measure components from drawings and to write their technical descriptions.

Prerequisite: None

Corequisite: CON 138 or permission

Lecture: 2; Laboratory: 2

No transfer credit

Offered: Fall

CON 228 Construction Technology II **3 credits**

Construction project management requires a knowledge of construction materials and their applications and of service installations in buildings. This course (combined with CON 128) enables students to comprehend and analyze construction materials and applications covered by the latter divisions of the Masterformat for construction:

Division 7 - Protection (moisture & thermal); Division 8 - Openings (windows & doors); Division 9 - Finishes (interior); Division 10 - Specialties (interior fixtures & installations); Division 14 - Conveying Systems (elevators); Division 15 - Mechanical: plumbing and heating systems; and Division 16 - Electrical work in buildings.

Prerequisite: None

Lecture: 4

No transfer credit

Offered: Spring

CON 238 Building Codes and Regulations

3 credits

Students will learn to read, comprehend and analyze: (1) the Provincial Building Code, Parts 1, 2, 3, and Part 9 dealing with residential and light commercial buildings; (2) the Workers' Compensation Board and its regulations for construction; (3) the Municipal Act as the enabling legislation for building codes and regulations governing land development.

Prerequisite: None

Lecture: 4

No transfer credit

Offered: Spring

CON 248 Personnel Relations In Projects

3 credits

Project management is the management of people who perform the functions and work of construction. Every person needs to learn more about how to deal effectively with others, and in business management those skills are essential to success. The purpose of this course is to help students discover and use the skills they need to deal with others in business, particularly in construction.

Prerequisite: None

Lecture: 2; Seminar: 2

No transfer credit

Offered: Spring

CON 268 Cost Estimating I (Measurement)

3 credits

This course deals with the principles and practices of measurement and the description of work from drawings and specifications for cost estimating purposes. Computer applications to cost estimating and cost accounting are introduced together with principles of measurement for computer applications.

Prerequisites: CON 128 and CON 158

Lecture: 2; Laboratory: 2

No transfer credit

Offered: Spring

CON 308 Project Management I

3 credits

This course (with CON 408) surveys the entire scope of contracting through the basic forms of contract, the student analyzes different contractual arrangements for construction and other projects and the functions and relationships among the persons involved (owner, designer, consultant, contractor, subcontractor, supplier, su-

perintendent, construction manager) site supervision, scheduling and resource management are also studied.

Prerequisite: None

Lecture: 4

No transfer credit

Offered: Fall

CON 318 Project Records and Finance I

3 credits

Keeping financial records is essential for any particular business, and construction projects have their own requirements for financial management. In this course, the student learns about principles of finance, credit, and record-keeping for accounting and job-costing, and how to read and analyze financial statements and financial ratios.

Prerequisite: None

Lecture: 4

No transfer credit

CON 328 Structural Design - I

3 credits

The design of certain structural work is the responsibility of the contractor. This course introduces the fundamentals of structural design in soils, in wood, steel, and in reinforced concrete structures and the strengths and weaknesses of these materials. The student will study structural drawings, data from structural design tables, and the criteria for stability and safety in temporary works (e.g., formwork) and buildings.

Prerequisites: CON 148 and CON 228

Lecture: 4

No transfer credit

Offered: Fall

CON 338 Law for Development

3 credits

Almost all work is done within a contract. In this course, the student learns to comprehend and analyze the law as it relates to development and construction, particularly the relevant statutes, contract law and the law of liens. The course also deals with the law as it relates to bidding, to claims in contracts, and to the several persons involved in a construction project. References are made to legal cases and current legislation.

Prerequisite: None

Lecture: 4

No transfer credit

Offered: Fall

CON 368 Cost Estimating II

3 credits

This course continues from the measurement of work (in CON 268) into the analysis and make-up of prices, the pricing of measured work, the analysis of job overhead costs and construction risks, the analysis and make-up of subtrade prices and bids, the principles and practices of cost accounting as they relate to estimating, the preparation and submission of tenders and computer applications to estimating and cost accounting.

Prerequisite: CON 268

Lecture: 2; Laboratory: 2

No transfer credit

Offered: Fall

CON 408 Project Management II 3 credits

Based on knowledge learned in earlier courses, in this course the student learns the management of time and money in a project using scheduling and contractual, financial and other management techniques. The course emphasizes the use of contractual schedules of values, and contractual claims arising from changed conditions. The techniques of project supervision, start-up and close-out are also examined. Appropriate computer programs are discussed.

Prerequisites: CON 308 & CON 338

Lecture: 4

No transfer credit

Offered: Spring

CON 418 Project Records and Finance II 3 credits

Effective financial management is critical, and projects have their own requirements. In this course the student comprehends the importance of job costing (cost accounting) and its relationship to accounting (payables and receivables), including costs of construction and development.

Prerequisites: CON 308 & CON 318

Lecture: 4; Laboratory: 4

No transfer credit

Offered: Spring

CON 428 Structural Design II 3 credits

Structures are combinations of structural members that form the foundation and framework of a building. In this course the student will comprehend and analyze simple building structures, including those of wood, steel and reinforced concrete. Also, Part 4 (Design) of the Provincial Building Code is examined and discussed.

Prerequisites: CON 158 & CON 328

Lecture: 4

No transfer credit

Offered: Spring

CON 468 Cost Estimating III 3 credits

In this course the student estimates those costs particularly important to heavy engineering, including overhead costs related to engineering construction projects. Unit price contracts and their costs are examined. Computer applications are discussed and examined.

Prerequisite: CON 368

Lecture: 2; Laboratory: 2

No transfer credit

Offered: Spring

CON 488 Project Planning & Scheduling 3 credits

Based on knowledge learned in other courses, in this course the student learns the management of time and resources in a project using planning and monitoring techniques. The course emphasizes work analysis, planning and scheduling work, resource allocation and levelling, time saving and crashing and optimization of time or cost. Methods using Gantt Charts, CPM and PERT are applied to real and hypothetical project network. Appropriate computer programs are used to study "What if..." scenarios.

Prerequisites: CON 308 & CON 368

Lecture: 2; Laboratory: 2

No transfer credit

Offered: Spring

CON 498 Special Project 3 credits

The student in this course will choose a subject for a project involving the management of construction and will negotiate a formal written contract with faculty (and with others, in industry) if necessary to undertake and complete the project according to specific terms and conditions of the negotiated contract.

Project Topics may include: research, special studies, practical solutions, creations of systems for management, and creation of resources for further studies for learning. Each student is required to undertake a unique and approved project and to produce tangible results that will add to the discipline's body of knowledge. The use of an approved computer program for word processing is required.

Students may be able to combine this report with appropriate Co-operative education.

Prerequisite: Semesters I and II

Corequisite: Minimum of 4 courses from Semester III and IV

Lecture/Symposia: 25 hours

Directed Learning: 75 hours

No transfer credit

Offered: Spring

creative writing

(For other writing courses see Communications, English, English as a Second Language, DVST, Reading and Study Skills and Print Futures)

Creative Writing offers a two-year program in which students have the opportunity to write fiction, drama, poetry, and to a lesser extent reviews and analyses. Students have the opportunity to learn about literature through writing, sharing and examining their own creative work. Students should note that the focus of the courses is on the development of style and treatment of content, not on writing skills.

Transfer Information

Transfer information for UBC and SFU or any other institution may be obtained either from the appropriate institution's transfer guide or from Douglas College academic advisors in Student Services. (See also transfer information for individual courses at the end of each course description).

CWR 101 Introduction to Writing Poetry 3 credits

This course concentrates exclusively on the process of writing poetry. It includes instruction in the methods of recognizing and expressing poetic material. The student is introduced to a range of poetic forms through the study of traditional and modern texts. Poetry written by the students will be read and discussed by the instructor and students in a workshop environment.

Prerequisite: None Workshop: 4

Transferability:

SFU - CWR 101 = Engl (3) *see transferability note
UBC - CWR 101 = CWR (1.5) 101/102/103 (any two) = CWR 202 (3)

UVic - CWR 101 = CW (1.5)

Offered: Spring

CWR 102 Introduction to Writing Drama 3 credits

This course concentrates exclusively on the process of writing stage plays. It includes instruction in play mechanics, dramatic structure, character development, speech patterns, movement, action, and dialogue in the writing of drama. Students are introduced to a range of stage play formats and styles through the study of traditional and modern plays. Student work is presented and discussed by the instructor and students in a workshop environment.

Prerequisite: None Workshop: 4

Transferability:

SFU - CWR 102 = Engl (3) *see transferability note
UBC - CWR 102 = CWR (1.5) 101/102/103 (any two) = CWR 202 (3)

UVic - CWR 102 = CW (1.5)

Offered: Spring

CWR 103 Introduction to Writing Fiction 3 credits

This course concentrates exclusively on the process of writing fiction. It includes instruction in form, dramatic structure, and problems of style and craft. A range of narrative styles will be discussed through a study of various fiction texts. Fiction produced by the students will be read and discussed by the instructor and students in a workshop environment.

Prerequisite: None Workshop: 4

Transferability:

SFU - pending

UBC - CWR(1.5) 101/102/103 (any two) = CWR 202 (3)

UVic - CWR 103 = CW (1.5)

Offered: Fall and Spring

CWR 300 Drama, Fiction or Poetry - I 3 credits

The objective of this course is to allow students to pursue writing in the genre which they found most promising in CWR 101/102/103. Published selections in all genres will be studied.

Prerequisite: Two of 101, 102, 103

Workshop: 4

Transferability:

SFU - CWR 300 = Engl (3)*

UBC - CWR 300 = CWR (1.5)

UVic - CWR 300 = CW (1.5) 200 level (consult department)

Offered: Spring

CWR 310 Drama, Fiction or Poetry - II 3 credits

This course continues the work of CWR 300. Students will be encouraged to pursue work in one genre, which may or may not be the same as the genre chosen for CWR 300.

Prerequisite: CWR 300 Workshop: 4

Transferability:

SFU - CWR 300 = Engl (3)*

UBC - CWR 300 = CWR (1.5)

UVic - CWR 300 = CW (1.5) 200 level (consult department)

Offered: Spring

CWR 350 Writing Short Fiction 3 credits

This course concentrates solely on the process of writing short fiction. It includes instruction in the methods of beginning, sustaining, closing, revising and evaluating a short story. The student is introduced to a wide range of narrative approaches and techniques through the study of both traditional and contemporary texts.

Prerequisites: A portfolio, including a minimum of two completed stories.

Transferability:

SFU - CWR 300 = Engl (3)*

UBC - CWR 350 = CWR (1.5)

UVic - CWR 350 = CW (1.5)

Offered: Fall

*SFU Note: Students with unassigned credit for more than one Creative Writing course will receive GE Creative Writing (3) for subsequent courses.

criminology

CRIM 100 Introduction to the Criminal Justice System 3 credits

A study of the Canadian Criminal Justice System from a systems approach. The offender will be followed through the system from apprehension to the end of any formal or informal disposition. The factors involved in the discretion, decisions and practices of the entire system, including statutory and voluntary agencies, are studied. The functions and dysfunctions of the system and subsystems will be analyzed.

Prerequisite: None Lecture: 4

Transferability:

SFU - CRIM 100 = Crim 131 (3)

UBC - CRIM 100 = No transfer credit

UVic - CRIM 100 = Soci (1.5) 100 level

Offered: Fall and Spring

CRIM 101 Comparative Justice System 3 credits

A study of the Canadian and a foreign justice system from a comparative viewpoint. The course will include a series of pre-travel lectures, readings and assignments and a combination of lectures, visits and/or field placements in the foreign jurisdiction.

Prerequisite: None Lecture: 4

Transferability:

SFU - CRIM 101 = Crim (3)

UBC - CRIM 101 = No transfer credit

UVic - CRIM 101 = No transfer credit

Offered: Summer

CRIM 116 Native Awareness and the Criminal Justice System 3 credits

A consideration of the experiences of the Native employee in the Criminal Justice System. Awareness of Native ancestry and culture are considered to be important for Native people working in the justice system. The meaning of culture, values and cultural change will be examined as well as a review of Native history and contemporary political struggles for cultural identity and aboriginal rights in Canada. The dilemmas faced by an employee of Native ancestry working in the Criminal Justice System will be addressed, such as cultural dis-

parities, stereotyping and discrimination. Programs developed to address these issues will be examined and professional and personal skill development will be explored. Extensive use will be made of Native and criminal justice resource people.

Prerequisite: Nil

Lecture: 4

No transfer credit

Offered: Only at the Native Education Centre

CRIM 120 Introduction to Policing 3 credits

This course covers the historical development of policing in the western world as a component of the total justice system. Specific topics examined include: police culture as an international phenomenon; internal and external controls in the police; the effect of Canadian Federalism on policing; the escalating costs of policing; the expanding police role; accountability. Crime fighting and order maintenance roles are compared and contrasted. While the course emphasis will be on Canadian policing, a comparative component will include the policing of the U.S. and United Kingdom.

Prerequisite: None

Lecture: 4

SFU - CRIM 120 = Crim 151 (3)

UBC - CRIM 120 = No transfer credit

UVic - CRIM 120 = No transfer credit

Offered: Fall and Spring

CRIM 125 Introduction to Public and Private Security 3 credits

This course focuses on the role of security person within modern society and introduces students to current methods and expectations within both public and private security. Security personnel must be aware of the legal environment in which they work and the extent of their authority in relation to that of a peace officer. Additionally the rights and responsibilities of the employee are identified. Other topics include note-taking and report writing, crime scene preservation, court room procedures, intervention skills, loss prevention and technological tools.

Prerequisite: St. Johns S.O.F.A. or equivalent

Lecture: 4

No transfer credit

Not offered 1990/91

CRIM 128 Comparative Police Systems 3 credits

A study of the Canadian and a foreign jurisdiction police system from a comparative viewpoint. The course will include a series of pre-travel lectures, readings and assignments and a combination of lectures, visits and/or field placements in the foreign jurisdiction.

Prerequisite: None Transferability:

SFU - CRIM 128 = Crim (3)

UBC - CRIM 128 = No transfer credit

UVic - CRIM 128 = No transfer credit

Offered: Summer

CRIM 140 Interviewing 3 credits

This course focuses on dynamics of interpersonal communication and professional behaviour present in interviewing situations. Professional ethics, confidentiality, stereotypes and values are examined. Attention is given to effective listening, constructive feedback, elements of verbal and non-verbal communication, appropriate self disclosure and confrontation and structuring for information. In-class opportunities are provided for students to challenge, evaluate and share appropriate professional behaviour and interviewing styles. Opportunities include role-playing, presentations, small group discussion, simulated and actual interviews. Enrollment is normally for criminology students only.

Prerequisite: Enrollment in CRIM program or Instructor Permission

Lecture: 4

Transferability:

SFU - CRIM 140 = Crim (3)

UBC - CRIM 140 = No transfer credit

UVic - CRIM 140 = No transfer credit

Offered: Fall and Spring

CRIM 150 Introduction to Criminology 3 credits

Introduction to Criminology explains the basic concepts and content of criminology, such as crime, criminal, delinquent, deviant, treatment, rehabilitation and victim. The position of criminology, its relationships with other sciences and the relationships between theory and practice are also included. The evolution of criminological thought will be covered through classical and modern theories. Scientific foundations for a modern criminal policy will be discussed.

Prerequisite: None Lecture: 3; Tutorial: 1

Transferability:

SFU - CRIM 150 = Crim 101 (3)

UBC - CRIM 150 = Soci (1.5)

UVic - CRIM 150 = Soci (1.5) 100 level*

Offered: Fall and Spring

CRIM 160 The Canadian Legal System 3 credits

This course focuses on the history, development, and present-day operations of the legal system. Constitutional Law, Administrative Law, Civil Liberties, the court system, the functions of judges and lawyers, and the basic elements of legal reasoning are some of the topics discussed.

Prerequisite: None

Lecture: 4

Transferability:

SFU - CRIM 160 = Crim 135 (3)

UBC - CRIM 160 = Pol Sc (1.5)

UVic - CRIM 160 = Poli 220 (1.5)

Offered: Fall and Spring

CRIM 170 Introduction to Corrections 3 credits

Introduction to corrections involves examination of all components of Canadian correctional systems and comparison with American and European systems. Pre-trial diversion, probation, imprisonment and parole in its many forms are included. Organization, operations and effectiveness will be studied, as well as the prospects for the future.

Prerequisite: None

Lecture: 4

Transferability:

SFU - CRIM 170 = Crim 241 (3)

UBC - CRIM 170 = No transfer credit

UVic - CRIM 170 = No transfer credit

Offered: Fall and Spring

CRIM 220 Police and the Community: Problems And Issues 3 credits

This course examines in some detail the rhetoric and practice of community policing. After critical consideration of the concepts of community and community policing, the history and features of this form of policing are examined. Community policing as an effective response to rising crime rates, multi-racial and multi-cultural communities, the women's movement and political dissent are studied. It will be argued that community policing is a necessary policing style in a democratic, pluralist society. The course assumes knowledge of the organization of policing in Canada, policing styles, debates about the function of policing, and police culture.

Prerequisite: CRIM 120

Lecture: 4

Transferability:

S.F.U. - CRIM 220 = Crim (3)

UVic - CRIM 220 = Soci (1.5) 200 level

Offered: Spring

CRIM 240 Advanced Interviewing 3 credits

This course covers advanced interviewing techniques applicable in the service delivery systems that involve counselling and guidance, with special emphasis on application to the Criminal Justice System. The emphasis is on interviewing techniques, not on any particular theory or philosophy of helping or therapy.

Prerequisite: CRIM 140 or Instructor Permission

Lecture: 2; Seminar: 2

Transferability:

SFU - CRIM 240 = Crim (3)

UBC - CRIM 240 = No transfer credit

UVic - CRIM 110 = No transfer credit

Not offered 1990/91

CRIM 251 Psychological Explanations of Criminal Behaviour 3 credits

Involves a detailed study of psychological approaches to explaining the behaviour of criminal offenders. Psychoanalytic, developmental, biological, operant learning, risk-taking, modelling and social learning approaches will be covered. Theories and approaches will be examined in terms of their relevance to interpersonal crimes, property crimes and "victimless" crimes. These crimes can cover almost the entire range of human behaviour.

Prerequisite: PSY 100 Lecture: 4

Transferability:

SFU - CRIM 251 = Crim 103 (3)

UBC - CRIM 251 = Psyc (1.5)

UVic - CRIM 251 = Psyc (1.5) 200 level

Offered: Fall and Spring

CRIM 252 Sociological Explanations of Criminal Behaviour 3 credits

This course will critically examine the sociological, socio-cultural and social-psychological explanations of criminal behaviour such as the ecological theories, conflict theories, structural theories, control theories, and symbolic interactionist theories. Some of the specific theories subjected to critical examination will be those concerned with class and group conflict, subcultures, social conditioning, containment, differential association and labelling.

Prerequisite: SOC 125 Lecture: 4

Transferability:

SFU - CRIM 252 = Crim 104 (3)

UBC - CRIM 252 = Soci (1.5)

UVic - CRIM 252 = Soci (1.5) 200 level*

Offered: Fall and Spring

CRIM 253 Youth, Crime and Law 3 credits

This course provides an introduction to, and overview of the processes of "construction" and response to youthful

misconduct. These processes are examined in historical and contemporary contexts. Attention is focused upon the social construction of the juvenile delinquent, the emerging criticisms of this notion and the creation of the young offender. Theoretical explanations for the criminal behaviour of the young offender, the Young Offenders Act and its application and relevant components of the justice system will be explored. Programs and agencies related to the control of youth crime are discussed. A series of related topics will also be introduced.

Prerequisite: CRIM 150 Lecture: 2; Seminar: 2

Transferability:

SFU - CRIM 253 = Crim 210 (3)

UBC - CRIM 253 = No transfer credit

UVic - CRIM 253 = Soci (1.5) 200 level*

Offered: Fall

CRIM 254 Research Methods in Criminology 3 credits

An introductory course in concepts and techniques basic to research in Criminology. It will include principles which guide the researcher; terminology; selection of topic material; defining and measuring variables; the concept of the research hypothesis; research design; sampling methods; qualitative and quantitative data; application of statistics in research; ethics in criminological research. The focus will be towards research in criminology and criminal justice but this will be achieved by means of an interdisciplinary approach.

Prerequisite: CRIM 150 Lecture: 3; Seminar: 1

Transferability:

SFU - CRIM 254 = Crim 120 (3)

UBC - CRIM 254 = Soc (1.5)

UVic - CRIM 254 = Soci (1.5) 200 level*

Offered: Fall and Spring

CRIM 255 Native North Americans; Crime, Deviance and the Administration of Justice 3 Credits

This course uses the tools of criminology to examine the crime and deviance of Native North Americans and community responses to this behaviour. An examination of various theories explaining the nature and patterns of native crime and delinquency is provided. A critical examination of the native experience with the criminal justice system is included. Innovative programs for, and by, natives are examined and international comparisons of justice services for natives are discussed.

Prerequisite: CRIM 100 or CRIM 150. Students with relevant experience may have this waived.

Lecture: 2; Seminar: 2

Transferability:

SFU - CRIM 255 = Crim (3)

UVic - CRIM 255 = Soci (1.5) 200 level

Offered: Spring

CRIM 260 Criminal Law**3 credits**

This course focuses on fundamental principles of criminal law, providing students with a basic knowledge of the Criminal Code, criminal procedure, defenses, powers of arrest and search, sentencing, and the role of the jury in criminal cases. Current issues in criminal law are also discussed.

Prerequisite: CRIM 160 Lecture: 4

Transferability:

SFU - CRIM 260 = Crim 230 (3)

UBC - CRIM 260 = No transfer credit

UVic - CRIM 260 = No transfer credit

Offered: Fall and Spring

CRIM 261 Administration of Justice**3 credits**

An introduction to the administration of justice. This includes perceptions of justice and the relationship between ideas and practice. Aspects of judicial administration, policing, the courts, lawyers and selected topics will be examined for their effects on individuals, social groups, minorities and criminal justice as a whole.

Prerequisite: CRIM 160 Lecture: 4

Transferability:

SFU - CRIM 261 = Pol 151 (3)

UBC - CRIM 261 = Pol (1.5)

UVic - CRIM 261 = Pol 220 (1.5)

Offered: Fall and Spring

CRIM 262 Criminal Procedure and Evidence**3 credits**

This course is an introduction to the law of Criminal Procedure and Evidence in the criminal process of Canada. It is designed to explain and critique the legal rules pertaining to the gathering of evidence, the court process, the admissibility of evidence at trial and post-conviction sentencing, appeals, and other remedies.

Prerequisite: CRIM 160 Lecture: 4

Transferability:

SFU - CRIM 262 = Crim (3)

UBC - CRIM 262 = No transfer credit

UVic - CRIM 262 = No transfer credit

Offered: Fall

CRIM 270 The Prison Community**3 credits**

This course deals with the sociological processes at work in the prison community. The inmate community and the staff community will be studied individually and as they interact with one another. The emphasis will be on the influence which prison society has upon both security and rehabilitation.

Prerequisite: CRIM 100 or 170

Lecture: 2; Seminar: 2

Transferability:

SFU - CRIM 270 = G.E.- Crim (3)

UBC - CRIM 270 = Soci (1.5) 100 level

UVic - CRIM 270 = Soci (1.5) 100 level*

Not offered 1990/91

CRIM 271 Community Based Corrections**3 credits**

This course examines the rationale for, practices of and results of a series of community based correctional programs ranging from diversion through probation to parole. A variety of treatment methods used in community based programs will be examined and evaluated.

Prerequisite: CRIM 100 or 170

Transferability:

SFU - CRIM 271 = Crim (3)

UBC - CRIM 271 = No Transfer Credit

UVic - CRIM 271 = Psych (1.5) 200 level

Offered: Fall

CRIM 340 Criminology - Practicum**3 credits**

Provides students with a learning experience in the context of job experience with various agencies: police, corrections, probations and judicial.

Prerequisite: 15 semester credits in Criminology Program

Field experience: 8; Seminar: 1

No transfer credit

Not offered 1990/91

dental auxiliary

These courses are only for those students enrolled in the Dental program.

CDA 107 Dental Radiology Theory**1.5 Credits**

This course will provide the student with an understanding of the basic principles upon which the clinical applications of dental x-rays are based.

Prerequisite: None

Lecture: 30 hours

No transfer credit

CDA 108 Applied Dental Sciences**1.5 credits**

This course will provide the student with a knowledge of histology as it relates to the development of the human dentition and the knowledge and skills of microbiological control for the prevention of disease transmission in the dental environment.

Prerequisite: None

Lecture: 30 hours

No transfer credit

CDA 109 Anatomy for Dental Assistants 3 credits

This course will provide the student with a broad knowledge of anatomy to understand the why and how of dental procedures.

Prerequisite: None Lecture: 60 hours
No transfer credit

CDA 111 Basic Dental Assisting Skills 9 credits

This course will provide the student with the knowledge and skills needed to perform basic chairside procedures, process study models and take and process bitewing x-rays.

Prerequisite: None
Seminar: 75 hours; Simulation Environment: 150 hours
No transfer credit

CDA 112 Dental Health Education 3 credits

This course will provide the student with the knowledge needed to identify periodontal diseases and encourage and teach patients to take responsibility for their own oral hygiene care.

Prerequisite: CDA 108, 109
Lecture: 45 hours; Clinical Experience: 15 hours
No transfer credit

CDA 114 Pathology and Dental Screening Tests 1.5 credits

This course will provide the student with an understanding of the pathogenesis of common oral diseases and screening tests for those diseases which are encountered most frequently in clinical practice.

Prerequisite: CDA 108, 109 Lecture: 30 hours
No transfer credit

CDA 115 Nutrition/Pharmacology 2 Credits

This course will provide the student with a basic understanding of fundamental nutrition/pharmacology principles to facilitate the practical application of these concepts in the dental field.

Prerequisite: CDA 109 Lecture: 45 hours
No transfer credit

developmental studies

DVST courses should be chosen after consulting with instructors, counsellors, or academic advisors to ensure that a program suitable to each student's goals is pursued. These courses prepare students for further learning in vocational training courses, career programs, or academic courses at Douglas College and elsewhere. Those students wishing to obtain a grade 12 equivalency certificate will be able to take the GED Examination upon completion of these courses (providing that they

CDA 116 Dental Specialties Theory 2 credits

This course will provide the student with the knowledge required in the general and specialty practice of dentistry. This will include an emphasis on the dental assistant's role in all standardized procedures.

Prerequisite: CDA 108, 109, 111
Corequisite: CDA 160 Lecture: 45 hours
No transfer credit

CDA 117 Assisting Skills for Dental Specialties 9 credits

This course provides the student with assisting skills for dental specialties: basic operative procedures, endodontics, prosthodontics and periodontics. It will enable the student to apply the knowledge of radiology when taking and processing radiographs, and apply the knowledge of anatomy when obtaining and processing student model impressions.

Prerequisite: CDA 107, 108, 111
Corequisite: CDA 116
Seminar: 120 hours; Reality Environment: 150 hours
No transfer credit

CDA 118 Reception Skills for Dental Assistants 1.5 credits

This course is designed to provide students with basic knowledge and skills to work as a dental receptionist.

Prerequisite: None
Lecture: 24 hours; Laboratory: 8
No transfer credit

CDA 360 Intra-Oral Procedures 10 credits

The student will perform intra-oral procedures as designated by the Dental Act of B.C. for certified dental assistants. The student will provide dental education, perform cleaning and fluoride treatments and other intra-oral procedures for patients.

Prerequisite: Completion of Chairside Dental Assistant Program
Lecture: 16 hours; Reality Environment: (Clinical) 160, (Field) 128; Student Directed Learning: 120
No transfer credit

satisfy the eligibility requirements for writing the examinations). A combination of group instruction, individual tutorial and independent study is used.

DVST 100 Literacy 6 credits

This course is for adults who have had a limited experience with the printed word. The program is designed to meet the needs of the learners, ranging from the most basic stages of reading and writing, to a level of func-

tional literacy. While emphasis is on reading and writing activities and related skills, basic study and organizational skills are also introduced in order to prepare the students for successful learning, inside and outside the classroom.

Prerequisite: Admission to the DVST Program

Offered: New Westminster, Fall and Spring
Maple Ridge, monthly entry

DVST 110 Mathematics - Literacy Level 1 **1.5 credits**

This course is designed to teach adults the following fundamental skills using whole numbers: counting, reading and writing numbers, adding, subtracting, multiplying and dividing, estimating, comparing, measuring, finding solutions to simple word problems.

Prerequisite: Admission to the DVST Program

Offered: New Westminster, Fall and Spring
Maple Ridge, monthly entry

DVST 210 Mathematics - Fundamental Level **3 credits**

This course focuses on the operations of adding, subtracting, multiplying and dividing of whole numbers, fractions, decimals and percents. Students will also work with graphs and the metric system. Proportion is emphasized as an important problem-solving technique. Strategies for finding solutions to word problems will also be taught.

Prerequisite: DVST 110 or Instructor Permission

Offered: New Westminster, Fall, Spring, Summer*
Maple Ridge, monthly entry

DVST 220 Spelling - Fundamental Level **1.5 credits**

This course is designed for adults needing to improve their spelling skills. Students will study specific skills such as recognizing basic affixes and roots, applying appropriate rules and generalizations and distinguishing homonym spellings. Using the dictionary for vocabulary development and correct spelling will also be covered.

Prerequisite: DVST 120 or Instructor Permission

Offered: New Westminster, Fall and Spring
Maple Ridge, monthly entry

DVST 230 Word Study - Fundamental Level **1.5 credits**

This course is designed for adults needing to improve their word analysis skills. Students will receive individual assistance with specific skills such as recognizing affixes and roots, and pronouncing stressed syllables.

Prerequisite: DVST 100 or Instructor Permission

Offered: New Westminster, Fall and Spring
Maple Ridge, monthly entry

DVST 250 Writing - Fundamental Level **3 credits**

This course is for adults with little writing experience who wish to develop their self-expression on paper. The course focuses on writing as a systematic process, and the assignments encourage students to move from personal journal entries to public forms of writing. Students will receive individual assistance with developing the complexity of their sentence structure.

Prerequisite: DVST 150 or Instructor Permission

Corequisite: DVST 260 or Instructor Permission

Offered: New Westminster, Fall and Spring
Maple Ridge, monthly entry

DVST 260 Developmental Reading - Fundamental Level **3 credits**

This course is for adults who need to improve their basic reading comprehension and vocabulary to the Fundamental Level according to Provincial Articulation Standards. Particular attention is given to gathering and processing information when reading. Students will be taught specific skills, such as identifying main ideas and details, drawing inferences and recognizing an author's tone and intent. The materials will focus on information relevant to the adult learner's life and cater to individual reading levels. Weekly seminars dealing with selected readings will be used to encourage students to discuss contemporary issues and concerns.

Prerequisite: DVST 100 or Instructor Permission

Corequisite: DVST 250 or Instructor Permission

Offered: New Westminster, Fall and Spring
Maple Ridge, monthly entry

DVST 310 Mathematics I **4.5 credits**

This course deals with a variety of topics in algebra and geometry and follows the current curriculum for B.C. School's Mathematics 10. It is designed for students with no previous experience in algebra. Topics include operations with rational numbers and order of operations, roots, powers, rules for exponents, scientific notation and operations in scientific notation, polynomial operations, factoring, solving linear and quadratic equations in one variable, problem solving, solving linear equations and systems of linear equations and systems of linear equations in two variable by graphing, perimeter, area, volume, lines, and angles, triangles and introductory trigonometry.

Prerequisites: DVST 210 or Instructor Permission

Offered: New Westminster, Fall, Spring and Summer*
Maple Ridge, monthly entry

DVST 320 Spelling - Intermediate Level**1.5 credits**

This course is designed for adults needing to improve their spelling skills. Students will be in a class and receive instruction in specific skills such as recognizing affixes and roots, applying appropriate rules and distinguishing homonym spellings. Using the dictionary for vocabulary development and correct spelling will also be covered.

Prerequisites: DVST 220 or Instructor Permission

Offered: New Westminster, Fall and Spring

Maple Ridge, monthly entry

DVST 341 Learning and Study Skills - Intermediate Level**3 credits**

This course is designed to introduce an array of study techniques which can improve the efficiency of students' study habits. The skills addressed in this course include: skimming, scanning and flexibility in reading speed, as well as listening skills, study formulas and taking objective exams.

Prerequisite: DVST 100 or Instructor Permission

Corequisite: one other DVST course

Offered: New Westminster, Fall and Spring

Maple Ridge, monthly entry

DVST 350 Writing - Intermediate Level**3 credits**

This course is for adults with little writing experience. The course focuses on writing as a systematic process, examining structure of sentences, paragraphs, short essays and reports. Students will receive assistance with developing the complexity of their written communication.

Prerequisite: DVST 250 or Instructor Permission

Offered: New Westminster, Fall, Spring, Summer*

Maple Ridge, monthly entry

DVST 360 Developmental Reading - Intermediate Level**3 credits**

This course is for adults who need to improve their reading comprehension and vocabulary, to the Intermediate Level according to Provincial Articulation Standards. Particular attention is given to gathering and processing information when reading. Students will be taught specific skills, such as identifying main ideas and details, drawing inferences and recognizing an author's tone and intent. The materials will focus on information relevant to the adult learner's life and cater to individual reading levels. Weekly seminars dealing with selected readings will be used to encourage students to discuss contemporary issues and concerns.

Prerequisite: DVST 260 or Instructor Permission

Offered: New Westminster, Fall, Spring, Summer*

Maple Ridge, monthly entry

DVST 370 Science - Intermediate Level**3 credits**

This course will introduce the student to the methods by which scientific knowledge is gained and organized. Topics are selected from three major areas of study: biology, chemistry and physics; these topics include science and the scientific method, the cell, human biology, introductory chemistry, energy simple machines and electricity. Other topics of interest to students may be investigated.

Prerequisite: DVST 210 and DVST 360 or Instructor Permission

Offered: TBA

DVST 410 Mathematics II**4.5 credits**

This course deals with a variety of topics in algebra, geometry and trigonometry and follows the current curriculum for B.C. Schools Introductory Mathematics II. Topics include number and number operations such as radicals with integer radicands; combined operations with integral and variable bases and exponents; extension of polynomial operations, rational expressions and operations, factoring to include combinations of types; review of equation solving and problems leading to linear and quadratic equations; linear equations and systems in two variables solved by substitution and the multiplication method; geometry problems with "special" triangles and a review of trig.

Prerequisite: DVST 310 or Instructor Permission

Offered: New Westminster, Fall, Spring, Summer*

Maple Ridge, monthly entry

DVST 411 Mathematics III**4.5 credits**

This course deals with a variety of topics in geometry, trigonometry, data analysis and algebra including relations and functions and follows the curriculum for B.C. Schools Mathematics II. It is designed for the student who plans to take further courses in mathematics for transfer credit. Topics include factoring cubes, bi-quadratics, expressions requiring grouping; rational expressions and complex fractions and formula rearrangement; quadratic equations using the quadratic formula; radical equations; exponential equations with related bases; relations and functions, direct and inverse variation; sketching graphs of functions; graphing techniques and the determination of equations; problems and proofs using circle properties; trigonometry and the unit circles; right and oblique triangles; solutions of oblique triangles; data analysis.

Prerequisite: DVST 410 or Instructor Permission

Offered: New Westminster, Fall, Spring, Summer*

Maple Ridge, monthly entry

DVST 441 Learning and Study Skills - Advanced Level 3 credits

This course enables students to improve the range and proficiency of their study skills in preparation for future education and/or training. Students will be taught such skills as overviewing, outlining and summarizing multi-paragraph texts, as well as taking notes from non-print sources. (This course should not be confused with RSS 110.)

Prerequisite: DVST 341 or Instructor Permission

Corequisite: One other DVST course

Offered: New Westminster, Fall and Spring
Maple Ridge, monthly entry

DVST 450 Writing - Advanced Level 3 credits

This is a course for students who wish to improve their expression of ideas in different academic written formats. The various writing tasks will help students learn how to construct essays, reports, and other formal classroom assignments.

Prerequisite: DVST 350 or Instructor Permission

Offered: New Westminster, Fall, Spring, Summer*
Maple Ridge, monthly entry

DVST 460 Developmental Reading - Advanced Level 3 credits

This course is designed for students who wish to further improve their reading skills to the Advanced Level according to Provincial Articulation Standards, in preparation for future study. The reading materials will focus on selected general topics in science and social studies, such as cell biology, chemical reactions, consumer economics and the Canadian system of government. Emphasis will be placed on students learning how to independently access information from textbooks and the library. (This course should not be confused with RSS 100 or LIB 111).

Prerequisite: DVST 360 or Instructor Permission

Offered: New Westminster, Fall, Spring, Summer*
Maple Ridge, monthly entry

DVST 470 Science - Advanced Level 5.0 credits

This course in general science makes use of a specific theme - the impact of science and technology on society - in order to unify the topics chosen. Topics will include an introductory module (fact of opinion, triggers of change and the population explosion), health technologies, computers in the workplace, telecommunications, energy and environmental tradeoffs, food production and distribution, waste - technology's by-product, military and defence technology and a consideration of "futures".

Prerequisite: DVST 370 or Instructor Permission

Offered: TBA

DVST 472 Biology - Advanced Level 3.0 credits

This course, in conjunction with DVST 473, will introduce the student to the study of biology (levels of organization, adaptation and evolution, classification and taxonomy), microbiology (viruses, monera and protists), descriptive biology of animals (survey of major groups, insects and mammals, behavior). In addition, some enrichment material may be selected from topics such as evolution and the fossil record, parasitology and genetics.

Prerequisite: DVST 370 or Instructor Permission

Offered: New Westminster, Fall and Spring

DVST 473 Biology - Advanced Level B 3 credits

This course, in conjunction with DVST 472, will introduce the student to the study of biology. Topics will include descriptive biology of plants (green algae, gymnosperms, angiosperms) and fungi, ecology (populations, communities, ecosystems, pollution), and applied ecology (local issues). Enrichment material concerning bioethics may also be included.

Prerequisite: DVST 370 or Instructor Permission

Offered: New Westminster, Fall and Spring

DVST 474 Chemistry - Advanced Level 5.0 credits

This course will introduce the student to the study of chemistry. Topics are selected from five broad areas of study: the description classification and theories of matter; the mole concept; the electrical nature of chemistry; the periodic table and nuclear chemistry. The course will examine state, change of state, classification schemes, atomic theory, Avogadro's hypothesis, gas laws, the mole and related problems, ions and conductivity, atomic masses, isotopic abundance, reaction-types, periodic law and table, bonding, balanced equations and nuclear equations.

Prerequisite: DVST 370 or Instructor Permission

(Math 11 (Algebra 11) or DVST 410 recommended)

Corequisite: Math 11 (Algebra 11) or DVST 410 recommended

Offered: TBA

DVST 476 Physics - Advanced Level 5.0 credits

This course will introduce the student to the study of physics. Topics are selected from four major areas of study: mechanics, heat, electricity and wave phenomena and will include vectors, statics, kinematics, dynamics, work, energy, power, simple machines, circular motion, heat, temperature, thermal properties of matter, Coulomb's Law, electrical field, potential difference, Ohm's Law, circuitry, types of waves, wave equations, photo-electric effect and the Bohr model of the hydrogen atom.

Prerequisite: DVST 370 or Instructor Permission
 Corequisite: (Math 11 (Algebra 11) or DVST 410 recommended)

Offered: TBA

* Summer semesters do not always offer the same DVST courses.

early childhood education

These courses are only for those students enrolled in the Early Childhood Education program.

ECE 110 Child Growth and Development - Introductory 3 credits

This course provides students with basic knowledge of general principles of child growth and development from conception to middle childhood. Introduction to fundamental research methods in child study will be coordinated with guided experience in observing and recording behaviour of young children. A prerequisite for all other courses in the E.C.E. Program.

Prerequisite: None Lecture: 4

No transfer credit

Offered: Full time - Fall

Part time - Fall

ECE 140 Working With Children - Introductory 3 credits

This course enables students to achieve basic skills and techniques in planning and implementing developmental programs and guidance methods for young children in various organized pre-school settings. The importance of the social environment will be examined in depth. Special attention will be given to factors contributing to formation of stable relationships.

Prerequisite: None Lecture: 2; Seminar: 2

No transfer credit

Offered: Full time - Fall

Part time - Spring

ECE 150 Workshop Seminar - Introductory 3 credits

A co-requisite of the ECE practicum course (ECE 180). Students participate in and plan various activities that are appropriate for use in day-care and pre-school centres in this course. These include art and creative activities, music, rhythm and creative movement, science and social experiences and communication through language and literature for young children.

Prerequisite: None Laboratory: 2; Seminar: 2

No transfer credit

Offered: Full time - Fall

Part time - Spring

ECE 160 E.C.E. Skills for Working with Parents Teachers and Community - Introductory 3 credits

This course will provide the student with the opportunity to explore career skills for working effectively with parents, teachers, and community. Course content relates specifically to the career responsibilities of working in Early Childhood Education settings. Evaluation of competency is based on experiences typical to the Early Childhood practicum setting.

Prerequisite: None

Lecture: 4

No transfer credit

Offered: Full time - Fall

Part time - Fall

ECE 170 Program Seminar -Introductory 1.5 credits

This course, combined with ECE 270, is designed to provide the student with a comprehensive correlation of all the theoretical and practical content of the program. It identifies and develops the integrating principles of Early Childhood Education in the various areas of psychological, socio-cultural and professional skill competencies.

Prerequisite: None

Seminar: 2

No transfer credit

Offered: Full time - Fall

Part time - Spring

ECE 180 E.C.E. Practicum - Introductory 3 credits

This course provides students with direct experience and involvement with infants and young children in various practicum placement centres. Students will spend two days a week in assigned practicum centres throughout the entire semester.

Prerequisite: None

Practicum in the field (off campus): Two days a week plus corequisite: ECE 150 blocks at various times in the semester

No transfer credit

Offered: Full time - Fall

Part time - Summer

ECE 210 Child Growth and Development - Advanced 3 credits

This course provides students with a knowledge of theories of personality development from infancy to middle childhood. Emphasis is placed on developmental sequence and personality integration. Mental health, primarily focused on developing trust and security in the adult-child relationship is studied. Techniques for identifying and assessing personality patterns in young children are also explored.

Prerequisite: ECE 110 Lecture: 4

No transfer credit

Offered: Full time - Spring

Part time - Spring

ECE 240 Working with Children - Advanced 3 credits

Students acquire further skills, knowledge, and attitudes in this course that will enable them to plan a physical and social environment conducive to supporting and developing the child's total personality.

Prerequisite: ECE 140 Lecture: 2; Seminar: 2

No transfer credit

Offered: Full time - Spring

Part time - Fall

ECE 250 Workshop Seminar Advanced 3 credits

A co-requisite of the E.C.E. Practicum course (ECE 280) where preparation, demonstration and follow-up of projects and activities related to accepted curriculum theories in the practicum setting occur. Extended explorations and experiences in the various developmental activities appropriate for use in day care and pre-school centres takes place. Included are formation of basic science concepts, community awareness, and communication skills related to the improvement of social relationships. The adult role will be explored in depth.

Prerequisite: ECE 150 Laboratory: 2; Seminar: 2

No transfer credit

Offered: Full time - Spring

Part time - Summer

post basic**ECE 310 Development in Infancy 3 credits**

Advancing on the Level 1 competencies in this area, this course is designed to examine in depth the development of children from birth to three years, with a view to understanding normal development and recognizing deviations from it. A study of the effects of pre-natal influences, birth trauma and post natal experiences in developing personality. Research literature in the area

ECE 260 E.C.E. Skills for Working with Parents, Teachers and Community - Advanced 3 credits

This course will provide the student with advanced skills for working effectively with parents, teachers and community. Course content relates specifically to the career responsibilities of working in Early Childhood Education settings. Evaluation of competency is based on experiences typical to the Early Childhood practicum setting.

Prerequisite: ECE 160

Lecture: 4

No transfer credit

Offered: Full time - Spring

Part time - Spring

ECE 270 Program Seminar - Advanced 1.5 credits

This course, combined with ECE 170, is designed to advance the student's comprehension of correlation implicit in the theoretical and practical content of the training program. It expands the identification and implementation of integrating principles in Early Childhood Education, with special reference to the psychological, socio-cultural and professional skill competencies.

Prerequisite: ECE 170

Workshop: 2

No transfer credit

Offered: Full time - Spring

Part time - spring

ECE 280 E.C.E. Practicum 3 credits

In this course, under the supervision and in-service assistance of sponsor supervisors and course instructors, students gain further opportunities for practical application of knowledge acquired in the core courses.

Prerequisite: ECE 180

Practicum in the field (off campus): Two days a week plus blocks at various times in the semester

No transfer credit

Offered: Full time - Spring

Part time - Summer

will be examined and infants will be observed in a variety of settings.

Prerequisite: Graduation from an approved ECE Basic training program (Provincial Child Care Facilities Licensing Board).

Lecture: 4

No transfer credit

Offered: TBA

ECE 330 Out-Of-School Care 3 credits

This course is designed for those who have completed Level I Early Childhood Education Competencies and now wish to explore the related field of Out-Of-School Care. It will provide the student with the knowledge and skills required to design programs and supervise school-age children in licensed group settings. Special considerations related to the administration and management of these centres will also be included. Prerequisite: Graduation from an approved ECE Basic training program (Provincial Child Care Facilities Licensing Board).

No transfer credit Lecture: 4
Offered: TBA

ECE 340 Infant Care & Guidance 3 credits

This course is designed for those requiring specialized skills pertinent to infant and toddler care and guidance. Emphasis is placed on adaptation of appropriate individual activities to various group care environments. Child development principles provide the basis for the study of program planning and implementation. The importance of parental involvement is stressed within the context of maintaining and strengthening the family unit.

Prerequisite: Graduation from an approved ECE Basic training program (Provincial Child Care Facilities Licensing Board).

Lecture: 2; Seminar: 2
No transfer credit Offered: TBA

ECE 360 Administrative Skills for Early Childhood Education 3 credits

This course is designed for registered personnel in licensed Pre-School Centres and Early Childhood Education graduates of training programs recognized by the Provincial Child Care Facilities Licensing Board. It provides post-basic upgrading in administrative principles, organizational procedures and in legal/legislative information pertaining to the operation of a licensed Pre-School Centre in the Province of British Columbia. Prerequisite: Graduation from an approved ECE Basic training program (Provincial Child Care Facilities Licensing Board).

Lecture: 2; Seminar: 2
No transfer credit Offered: TBA

ECE 380 Infant Care & Guidance Practicum 3 credits

This course is designed for the development of knowledge and skills related to the care and guidance of infants and toddlers in licensed group care. The practicum will comprise 240 hours in appropriate centres for this age group and will be under the supervision and in-service assistance of qualified sponsor supervisors

and E.C.E. instructors.

Prerequisite: Graduation from an approved ECE Basic training program (Provincial Child Care Facilities Licensing Board).

Practicum in the field (off campus): total of 240 hours
No transfer credit Offered: TBA

ECE 410 Compiling and Using Evaluative Information in Early Childhood Education 3 credits

This course is designed to enable the Early Childhood Educator to gain competence in observation, recording, evaluation and reporting skills in diverse E.C.E. Settings. Students will develop educational programs for young children based on these observations and assessments.

Prerequisite: Graduation from an approved ECE Basic training program (Provincial Child Care Facilities Licensing Board).

Lecture: 2; Seminar: 2
No transfer credit Offered: TBA

ECE 430 Programming for Health, Safety and Nutrition in Early Childhood Education Settings 3 credits

Advancing on the Level I competencies in the area of Working with Children, this course equips the student with knowledge and skills necessary for planning, implementing and evaluating short and long term Early Childhood Education (E.C.E.) programs consistent with the health, safety and nutritional needs of young children in various E.C.E. settings. Procedures for establishing accident and illness assessment and management in licensed E.C.E. Centres will be studied. Course content relates directly to the Provincial E.C.E. Level II Competencies in the area of Health and Guiding and Caring for Children.

Lecture: 2; Participatory Learning and Project Oriented Learning: 2

No transfer credit Offered: TBA

ECE 440 Working with Special Needs Children 3 credits

This is a course to assist supervisors in gaining the skills necessary to work with special needs children who are integrated into a regular early childhood education setting. Emphasis is placed on understanding basic child development principles and developing particular strategies for working with individual special children. Prerequisite: Graduation from an approved ECE Basic training program (Provincial Child Care Facilities Licensing Board).

Lecture: 2; Seminar: 2

No transfer credit Offered: Part-time Spring

ECE 450 Mainstreaming in Early Childhood Education 3 credits

This course will explore historical attitudes towards education of special needs children and consider current arguments for and against mainstreaming special needs pre-school children. Students will acquire early intervention skills in observing, recording and interpreting behaviors. Students will develop and implement educational plans for young special needs children within a mainstreamed setting.

Prerequisite: Graduation from an approved ECE Basic training program (Provincial Child Care Facilities Licensing Board). Lecture: 60 hours
No transfer credit Offered: TBA

ECE 460 Working With Families 3 credits

Advancing on the Level 1 Competencies in working with parents and communities, this course provides the student upgrading information and practical skills necessary to work effectively with families associated with the Early Childhood Education (ECE) centres. Course content relates directly to the Provincial ECE Competencies in the area of Partnership with Families.

Prerequisite: Graduation from an approved ECE Basic training program (Provincial Child Care Facilities Licensing Board). Lecture: 60 hours
No transfer credit Offered: TBA

ECE 480 Special Projects Practicum 3 credits

This course will provide the Early Childhood Education Post-Basic student with the opportunity to develop and practice skills, and acquire knowledge required for working in one of three areas of Early Childhood Education Specialization including working with special needs children, acquisition of administrative skills, and out-of-school care.

Prerequisite: Graduation from an approved ECE Basic training program (Provincial Child Care Facilities Licensing Board).

Seminar: 30 hours; Practicum: 210 hours
Offered: TBA

ECE 481 Early Childhood Education: Special Project Practicum 6 credits

This course will provide the Early Childhood Education Post-Basic student with the opportunity to practice skills and acquire knowledge in one of the three post-basic areas of Early Childhood Education: administrative skills, out-of-school care, and multicultural programming.

Prerequisite: Graduation from an approved ECE Basic training program (Provincial Child Care Facilities Licensing Board).

Seminar: 30 hours; Practicum: 210 hours
Offered: TBA

economics

ECO 101 The Canadian Economy 3 credits

This course analyzes the Canadian economy, relating to a broad range of areas including growth, roles of business and government in society, foreign trade and monetary and fiscal policies. Emphasis is on inflation, poverty and unemployment. It is recommended that students take ECO 101 before taking ECO 150/250.

Prerequisite: Math 11 (Algebra 11)

Lecture: 3; Seminar: 1

Transferability:

SFU - ECO 101 = Econ 101 (3)

UBC - ECO 101 = Econ (1.5)

UVic - ECO 101 = Econ (1.5) 100 level

Offered: Fall and Spring

ECO 110 Economic History I 3 credits

The economic development of man through various stages of progress which laid the basis of our present-day economic system are studied in this course.

Development of civilization, religion, social organization and government as a result of changing economic circumstances are also covered.

Prerequisite: None

Lecture: 3; Seminar: 1

Transferability:

SFU - ECO 110 = Econ 150 (3)

UBC - ECO 110 = Econ (1.5)

UVic - ECO 110 = Econ (1.5) 100 level

Not offered 1990/91

ECO 111 Canadian Economic History 3 credits

Economic History of Canada studies the economic development of Canada from settlement to the present day. The economic relationship of Canada within the British Empire will be examined and special attention will be paid to the influence of legislation on the economic development of Canada since Confederation.

Prerequisite: One course in Economics is recommended

Lecture: 3; Seminar: 1

Transferability:

SFU - ECO 111 = Econ (3)

UBC - ECO 111 = Econ (1.5)

UVic - ECO 111 = Econ (1.5) 100 level

CA- ECO 150/250 = Economics

Offered: Fall

ECO 150 Principles of Micro Economics**3 credits**

An analysis of economic problems related to the firm and the individual in both perfectly and imperfectly competitive markets and the determination of price in both the goods and the productive factors markets are covered in this course.

Prerequisite: Math 11 (Algebra 11), ECO 101 recommended

Lecture: 3; Seminar: 1

Transferability:

SFU - ECO 150 = Econ 200 (3)

UBC - ECO 150/250 = Econ 100 (3)

UVic - ECO 150 = Econ 201 (1.5)

RIA - ECO 150/250 = Economics 212

CGA - ECO 150 + BUS 430 = Economics 1

Offered: Fall and Spring

ECO 210 Economic History**3 credits**

The economic development of Western Europe and North America since 1800 is studied in Economic History and the differing economic systems of the 20th century are compared.

Prerequisite: None

Lecture: 3; Seminar: 1

Transferability:

SFU - ECO 210 = Econ 152 (3)

UBC - ECO 210 = Econ (1.5)

UVic - ECO 210 = Econ (1.5) 100 level

Offered: Spring

ECO 250 Principles of Macro Economics**3 credits**

In this course a framework is presented in which the components of national income are rigorously analyzed. Attention is focused on money and its role, the banking system and credit creation, multiplier analysis and the role of government in the area of constraint and taxes.

Prerequisite: Math 11 (Algebra 11), ECO 150 recommended

Lecture: 3; Seminar: 1

Transferability:

SFU - ECO 250 = Econ 205 (3)

UBC - ECO 250/150 = Econ 100 (3)

UVic - ECO 250 = Econ 202 (1.5)

RIA - ECO 150/250 = Economics 212

CGA - ECO 250 = Economics 2

CA - ECO 150/250 Economics

Offered: Fall and Spring

ECO 350 Intermediate Micro Economics**3 credits**

A study of the main principles and techniques of economic analysis in their application to modern theories of consumer behaviors and demand, production and cost, the firm under different market structures, factor markets and welfare economics.

Prerequisite: ECO 150 and 250; MAT 250 or MAT 120

Lecture 3; Seminar: 1

Transferability:

SFU - ECO 350 = no equivalent, no transfer credit

UBC - ECO 350 = ECON 201 (1.5)

UVic - ECO 350 = ECON 200 level (1.5)

Not offered 1990/91

ECO 450 Intermediate Macro Economics**3 credits**

A study of concepts and methods of analysis of macro economic variables - consumption, investment, government and foreign trade. Income and employment theory - classical and Keynesian models compared. Monetary theory, the open economy, economic fluctuations and growth.

Prerequisite: ECO 150 and ECO 250; MAT 250 or MAT 120

Lecture: 3; Seminar: 1

Transferability:

SFU - ECO 450 = no equivalent, no transfer credit

UBC - ECO 450 = ECON 202 (1.5)

UVic - ECO 450 = ECON (1.5) 200 level

Not offered 1990/91

english as a second language

(For other writing courses see Communications, Creative Writing, English, DVST, Reading and Study Skills and Print Futures)

ESL 135 General English for Students of English as a Second Language**3 credits**

This course is designed for students wishing to upgrade their language skills for purposes of:

1) participating in day-to-day personal and social situations;

2) improving their employment opportunities;

3) preparing for further education or training.

Students will practice strategies for listening, speaking, reading and writing to meet their personal, social, employment and/or education needs. This course is offered at four levels: (ESL 135, 235, 335, 435).

Prerequisite: None

Lecture/Practice: 5

No transfer credit

Offered: Summer

**ESL 145 Lower Intermediate Listening for
Students of English as a Second
Language 3 credits**

This course is the first level in a series for students who wish to upgrade their listening skills in order to continue their education or improve their employment opportunities. Exercises will help students understand and respond appropriately to communication in a variety of routine settings. Listening texts will be based on sources such as t.v., radio, films, tapes and guest speakers. The listening practice will also provide an opportunity for language skill development, including grammar, sentence structure, vocabulary, sound discrimination, and recognition of basic stress and intonation patterns.

Prerequisite: Instructor Permission

Lecture/Practice: 4

No transfer credit

Offered: Fall and Spring

**ESL 155 Lower Intermediate Conversation for
Students of English as a Second
Language 3 credits**

This course is the first level in a series for students who wish to upgrade their conversational skills in order to continue their education or improve their employment opportunities. Exercises will help students initiate and respond appropriately to communication in a variety of routine settings. The conversation practice will also provide an opportunity for language skill development, including grammar, sentence structure and vocabulary, as well as for pronunciation improvement.

Prerequisite: Instructor Permission

Lecture/Practice: 4

No transfer credit

Offered: Fall and Spring

**ESL 165 Lower Intermediate Reading for
Students of English as a Second
Language 3 credits**

This course is the first in a series designed for students wishing to upgrade their reading for purposes of:

- 1) enrolling in or supplementing college preparatory ESL courses;
- 2) improving their employment opportunities;
- 3) meeting daily reading needs.

Students will practice strategies these reading skills: surveying/skimming/scanning, vocabulary development strategies, finding main ideas and supporting details. Critical reading, rapid reading and passage development prediction will be introduced.

Prerequisite: None

No transfer credit

Lecture/Practice: 4

Offered: Fall and Spring

**ESL 175 Composition for Lower Intermediate
Students of English 3 credits**

This course is the first level in a four-level series for students who wish to upgrade their writing in order to continue their education or improve employment opportunities. It is designed for students who have functional listening and speaking skills and some basic writing skills, but limited experience in writing for specific purposes. This course is primarily concerned with providing extensive writing practice to improve confidence and to give a base for developing writing competence. Within the context of meaningful writing tasks, students will generate and organize ideas into short compositions, improve grammar, sentence structure and vocabulary, and proofread for errors.

Prerequisite: Instructor Permission

Lecture/Practice: 4

No transfer credit

Offered: Fall and Spring

**ESL 185 Basic Pronunciation Skills for
Students of English as a Second
Language 3 credits**

This is a basic pronunciation course for students with limited listening and speaking skills. Students will be introduced to the sound system of English and to phonetic symbols. Activities will focus on listening for sound distinctions and identifying the major stress and intonation patterns. Students will identify and work on their own pronunciation problems and develop some strategies for monitoring improvement. It is recommended that students take a conversation course at the same time.

Prerequisite: Instructor Permission

Lecture/Practice: 4

No transfer credit

Offered: Fall, Spring and Summer

**ESL 245 Upper Intermediate Listening Skills for
Students of English as a Second
Language 3 credits**

This course is the second level of a series designed for students who wish to upgrade their listening skills in order to continue their education or improve their employment opportunities. Exercises will help students understand and respond appropriately when participating in longer conversations and communicating in non-routine situations. Listening texts will be based on sources such as t.v., radio, films, tapes and guest speakers. Some simple notetaking exercises, such as writing down key words and main points, will be introduced. Through these activities, students will continue to develop language skills.

Prerequisite: ESL 145 or Instructor Permission

Lecture/Practice: 4

No transfer credit

Offered: Fall, Spring and Summer

**ESL 255 Upper Intermediate Conversation for
Students of English as a Second
Language 3 credits**

This course is the second level of a series designed for students who wish to upgrade their conversational skills in order to continue their education or improve their employment opportunities. Exercises will help students communicate appropriately in a variety of settings. The emphasis will be on participating in longer conversations, and communicating in non-routine situations. Some classroom speaking skills, such as making short, informal presentations and participating in discussions, will also be introduced. Through these activities, students will continue to develop language skills.
Prerequisite: ESL 155 or instructor permission
Lecture/Practice: 4
No transfer credit
Offered: Fall, Spring and Summer

**ESL 265 Upper Intermediate Reading for
Students of English as a Second
Language 3 credits**

This course is the second in a series designed for students wishing to upgrade their reading for purposes of:
1) enrolling in, or supplementing college preparatory ESL courses;
2) improving their employment opportunities;
3) meeting daily reading needs.

This course is suitable for students who can read unsimplified newspaper articles, simple magazine articles, and texts for intermediate ESL learners.

Students will practice these reading skills: passage development prediction; surveying, skimming and scanning; vocabulary development; finding main ideas and supporting details. Critical reading and rapid reading skills will be expanded on.

Prerequisites: ESL 165 Lecture/Practice: 4
No transfer credit
Offered: Fall, Spring and Summer

**ESL 275 Composition for Upper Intermediate
Students of English as a Second
Language 3 credits**

This course is the second level in a four-level series for students who wish to upgrade their writing in order to continue their education or improve employment opportunities. It is designed for students who have some composition experience and reasonable listening and speaking skills. This course will mainly provide practice in writing different types of expository paragraphs and short compositions. Students will generate and organize ideas into increasingly longer compositions and practice editing and revising. Exercises will help students clarify and elaborate supporting points, use gram-

mar, sentence structure and vocabulary accurately, and proofread for errors.

Prerequisite: ESL 175 or Instructor Permission
Lecture/Practice: 4
No transfer credit
Offered: Fall, Spring and Summer

**ESL 345 Advanced Listening for Students of
English as a Second Language 3 credits**

This is the third level of a series designed for students who wish to upgrade their listening skills in order to continue their education or improve their employment opportunities. This course is most appropriate for people who are intending to take college or university courses. Through listening to materials from a variety of sources on many subjects, students will improve their ability to understand and respond appropriately in increasingly complex or problem situations. Students will also improve their listening skills for academic study by following formal discussions, taking good notes, and organizing and using these notes to complete simple academic assignments. Through these activities, students will also continue to develop language skills.
Prerequisites: ESL 245 or Instructor Permission
Lecture/Practice: 4
No transfer credit
Offered: Fall, Spring and Summer

**ESL 355 Advanced Conversation or
Discussion for students of English
as a Second Language 3 credits**

This is the third level of a series designed for students who wish to upgrade their conversational and speaking skills in order to continue their education or improve their employment opportunities. This course is most appropriate for people intending to study further. Students will improve their ability to communicate in a variety of increasingly complex settings, especially in problem situations. They will also develop formal group discussion and leadership skills, and prepare and make formal presentations. Through these activities, students will continue to develop language skills, and improve fluency through pronunciation practice.
Prerequisite: ESL 255 or Instructor Permission
Lecture/Practice: 4
No transfer credit
Offered: Fall, Spring and Summer

**ESL 365 Advanced Reading Skills for Students
of English as a Second Language 3 credits**

This course is designed for students who wish to improve their reading skills with a view to post-secondary

education, or wish to begin to read articles in their occupational fields. This course is suitable for students who have partial comprehension of longer magazine articles and textbooks, and who can understand news stories, but not quickly or efficiently. Students will practice these reading skills: passage development prediction, surveying, skimming and scanning, vocabulary development, finding main ideas and supporting details. Rapid reading skills will be internalized and critical reading will become complex.

Prerequisite: ESL 265 Lecture/Practice: 4

No transfer credit

Offered: Fall, Spring and Summer

ESL 370 Practical Writing for Advanced Students of English as a Second Language 3 credits

This is a general purpose writing course for students with some experience in writing English. It is designed for students who wish to upgrade their overall writing skills for personal, work-related or academic purposes. Students will write personal letters, notices, reports for school and work, resumes, and routine business correspondence. Students will also practice proofreading for major errors in sentence structure, grammar, and vocabulary.

Prerequisite: ESL 275 or Instructor Permission

Lecture/Practice: 4

No transfer credit Offered: Fall and Spring

ESL 375 Paragraph and Essay Composition for Students of English as a Second Language 3 credits

This course is the third level in a four-level series for students who wish to upgrade their writing in order to continue their education or improve employment opportunities. It is designed for students who have experience writing expository paragraphs, reasonable control of grammar and sentence structure, and good listening and speaking skills. This course emphasizes writing for a variety of academic purposes; in addition to improving composing, editing, revising and proofreading skills, students will develop short, five-paragraph essays. In this context, students will be introduced to simple research skills, such as finding, using, and footnoting source material.

Prerequisite: ESL 275 or Instructor Permission

Lecture/Practice: 4

No transfer credit

Offered: Fall, Spring and Summer

ESL 385 Advanced Pronunciation Skills for Students of English as a Second Language 3 credits

This is an advanced pronunciation course for students with good listening and speaking skills. Students taking this course should have no major pronunciation problems. The course will provide a review of the sound system and major stress and intonation patterns introduced in ESL 185, as well as exercises in understanding English spoken in a variety of ways. It is recommended that students take a conversation course concurrently.

Prerequisite: ESL 185 or Instructor Permission

Lecture/Practice: 4

No transfer credit

Offered: Spring

ESL 445 College Preparatory Listening and Notetaking for Students of English as a Second Language 3 credits

This course, the final level of a series, is for ESL students who wish to refine their academic listening and notetaking skills. Students will improve their ability to understand longer lectures and other presentations, discussions and interviews, particularly those in which the participants are presenting or discussing views on unfamiliar subjects or controversial issues. Activities will focus on developing students' critical listening skills and on developing more efficient notetaking skills. Students will practice using notes to complete a variety of assignments typical of first-year university level coursework.

Prerequisite: ESL 345 or Instructor Permission

Lecture/Practice: 4

No transfer credit

Offered: Fall, Spring and Summer

ESL 455 College Preparatory Discussion and Participation Skills for Students of English as a Second Language 3 credits

This course, the final level of a series, is for students who wish to refine their skills at leading, as well as participating in formal and informal discussions in a variety of settings. Students will practice using interactional strategies appropriate in native-English speaking discussion situations. Students will also improve their ability to research, organize and make presentations, lead follow-up discussions and evaluate their own, as well as others' performance. Finally, they will participate in debates, learning how to state and defend their positions on controversial issues. Students completing this level should be ready to participate in first-year university level coursework.

Prerequisites: ESL 355 or Instructor Permission

Lecture/Practice: 4

No transfer credit

Offered: Fall, Spring and Summer

ESL 465 College Preparatory Reading Skills for Students of English as a Second Language 3 credits

This course is the final level in a series. It is intended for advanced ESL students who wish to improve their reading skills to the level for success and ease in post-secondary education or demanding occupational reading. The course is suitable for students who can already tackle newspapers, magazines and some texts but do not read quickly or efficiently. Their reading skills will be limited by some or all of the following:

- i) limited awareness of the grammatical elements which are cues to meaning, e.g. form, tense.
- ii) limited exposure to idiomatic English.
- iii) few prediction skills because of lack of familiarity with the organization of written English.
- iv) gaps in background information of a cultural nature.

Students will improve the following reading skills: passage development prediction; surveying, skimming and scanning; vocabulary development; finding main ideas and supporting ideas. Students will practice these skills in a classroom environment which addresses the second language difficulties of the reader. This course is not to be confused with RSS 100 which is designed for native speakers of English.

Prerequisite: ESL 365

Lecture/Practice: 4

No transfer credit

Offered: Fall, Spring and Summer

ESL 475 Essay Composition and Research Papers for Students of English as a Second Language 3 credits

This course completes a four-level series for students who wish to upgrade their writing in order to continue their education or improve their employment opportunities. It is designed for students who have extensive experience writing paragraphs and short essays for a variety of purposes, good control of grammar and sentence structure, and very good listening and speaking skills. This course emphasizes writing with a sophistication of content and style, and a level of conciseness and accuracy expected of first-year university students. In addition to improving overall expository writing and editing skills, students will plan and develop research papers. Exercises will help students acquire research skills by providing practice in choosing topics, finding relevant source material, integrating material from several sources and documenting source material.

Prerequisite: ESL 375 or Instructor Permission

Lecture/Practice: 4

No transfer Credit

Offered: Fall, Spring and Summer

english

(For other writing courses see Communications, Creative Writing, English as a Second Language, DVST, Reading and Study Skills and Print Futures)

English Writing Assessment

All students taking an English course must write the Douglas College English Writing Assessment except for those students who have:

- 1) a high school transcript with a B or better in English 12, in the last two years,
- 2) a college transcript showing enrollment in an English course, or
- 3) a score from the Language Proficiency Index (LPI) provided by the Educational Research Institute of B.C.

These students must produce a copy of their results at the time they register for English. Copies mailed to the Registrar's Office become part of your application and are NOT AVAILABLE to the student or the English Department.

The Douglas College English Writing Assessment is offered on a regular basis through the English and Communications Department. The test results do not determine eligibility to enter Douglas College, but are used to direct students to the courses which are best

suited to their current level of writing competence.

Further information about the Douglas College English Writing Assessment or the Language Proficiency Index may be obtained from either the Student Services Centre or the English and Communications Department.

Transfer Information

Transfer information for UBC and SFU or any other institution may be obtained either from the appropriate institution's transfer guide or from Douglas College academic advisors. (See also transfer information for individual courses at the end of each course description).

Literature Courses

The study of literature at Douglas College provides necessary elements in the intellectual development of students. A wide range of literary materials assists students to make meaningful their personal experience and develop the capacity for an imaginative understanding of the experience of others. Literary material presented, such as stories, images, and metaphors, allows students to develop the capacity for reading, thinking, and writing.

First year literature courses (100-level) are designed primarily to provide the skills and information necessary to read literary works independently, with under-

standing and enjoyment.

Second year literature courses (300-level), while still emphasizing analysis of the works and advanced reading skills, present the circumstances in which literary works are written and read. Historical, cultural, biographical, and specific literary circumstances may be studied.

Composition Skills Required for Literature Classes:

Students enrolling in college literature classes at any level are expected to demonstrate mastery of basic writing skills

writing skills

ENG 124 Writing Skills 3 credits

This course will focus on the writing of paragraphs and short, explanatory essays. It will include exercises on structure and mechanics, and instruction on the principles of composition.

academic writing

ENG 130 Academic Writing 3 credits

This course concentrates on the process of writing academic argument essays. It includes assignments and exercises on the development, style, and mechanics of the academic argument essay and instruction in the general principles of composition. It also includes instruction in the reading and use of source material in the development of the academic argument essay.

first year literature

ENG 101 Canadian Literature 3 credits

This course will focus principally on the selected works of modern Canadian authors who have made significant contributions to Canadian literature. It will include at least two of the three major genres: prose fiction, poetry, and drama.

Prerequisite: None

Lecture: 4

Transferability:

SFU - ENG 101 = Engl 221 (3)

UBC - ENG 101/102/106/109/114/130/151
(any two) = Engl 100 (3)

UVic - ENG 101 = Engl (1.5) 100 level

Offered: Fall and Spring

ENG102 Major Themes in Literature 3 credits

This course will examine at least one central theme in literature, such as crime and punishment, quest, paradise lost, and the individual and society. It will focus primarily on modern literature and will include works from at least two of the three major genres: prose fiction, poetry, and drama.

ing skills: paragraph construction, sentence construction, grammar, punctuation, spelling. While instruction in advanced writing skills is provided, the student is responsible for correcting deficiencies in basic skills. Writing Literacy Requirement: In general, students who do not write an essay evaluated at C- or better in literature courses cannot receive a grade above P for the course, regardless of other evaluations.

Prerequisite: None

Lecture: 2; Tutorial/Workshop: 2

No transfer credit

Offered: Fall and Spring

Prerequisite: None

Lecture: 4

Transferability:

SFU - ENG 130 = Eng 099 (2), G.E. English (1)

UBC - ENG 130/101/102/106/109/114/151 (Any two)
= Engl 100 (3)

UVic - ENG 130 = Engl 115 (1.5)

Offered: Fall and Spring

Prerequisite: None

Lecture: 4

Transferability:

SFU - ENG 102 = Engl (3)

UBC - ENG 101/102/106/109/114/130/151
(any two) = Engl 100 (3)

UVic - ENG 102 = Engl (1.5) 100 level

Offered: Fall and Spring

ENG 106 Studies in Prose Fiction 3 credits

This course will introduce students to the close reading of novels and short stories, principally from the modern period. Students will read at least three different kinds of prose fiction, such as realistic fiction, fantasy, science fiction, romance, and allegory.

Prerequisite: None

Lecture: 4

Transferability:

SFU - ENG 106 = Engl 101 (3)

UBC - ENG 101/102/106/109/114/130/151
(any two) = Engl 100 (3)

UVic - ENG 106 = Engl 121 (1.5)

Offered: Fall and Spring

ENG 107 Classical and Biblical Background to Modern Literature 3 credits

This course introduces students to selected classical and biblical literary texts and examines them in their own right and as sources for subsequent works of literature in the English and/or European tradition. This course does not view the Bible from a theological perspective.

Prerequisite: None Lecture: 4

Transferability:

SFU - ENG 107 = Engl 226 (3)

UBC - ENG 107 = no transfer credit

UVic - ENG 107 = Engl (1.5) 100 level

Offered: Fall and Spring

ENG 109 Studies in Fiction, Poetry, and Drama 3 credits

This course will introduce students to the close reading of prose fiction, lyric poetry, and drama, principally from the modern period. It will examine the similarities and differences between prose fiction, poetry and drama.

Prerequisite: None Lecture: 4

Transferability:

SFU - ENG 109 = Engl (3)

UBC - ENG 101/102/106/109/114/130/151
(any two) = Engl 100 (3)

UVic - ENG 109 = Engl 116 (1.5)

Offered: Fall and Spring

ENG 112 An Introduction to Children's Literature 3 credits

The course will introduce students to the traditional sources of children's literature: fable, folk tale and myth. In addition, it examines a number of standard fairy tales written both for children and for adults, and it studies a number of significant works of prose fiction and poetry specifically intended for children.

Prerequisite: None Lecture: 4

second year literature

For admission to second-year courses in English literature, students are required to have a grade-point average of 1.67 in any two courses from list A, or one from list A and one from list B.

LIST A

ENG 101, 102, 106, 107
109, 112, 114, 151

LIST B

ENG 130
CWR 101, 102, 103

Course selection advice

Students intending to enroll in Eng 314, Eng 316, or Eng 317 should enroll in Eng 114 or Eng 109 in order to be prepared for the poetry reading requirements of these courses. Students intending to enroll in Eng 315 should enroll in Eng 151 or Eng 109 in order to be prepared for

Transferability:

SFU - ENG 112 = Engl (3) - fulfils Business Group A requirement

UBC - ENG 112 = Engl (1.5) Does not meet ENG 100 requirements at UBC

UVic - ENG 112 = Engl (1.5)

Offered: Fall and Spring

ENG 114 Studies in Poetry 3 credits

This course focuses on the close reading of lyric poetry, principally from the modern period. Poems by many different poets will be studied, as will multiple works by selected poets.

Prerequisite: None

Lecture: 4

Transferability:

SFU - ENG 114 = Engl 102 (3)

UBC - ENG 101/102/106/109/114/130/151
(any two) = Engl 100(3)

UVic - ENG 114 = Engl (1.5) 100 level

Offered: Fall and Spring

ENG 151 Studies in Drama 3 credits

This course introduces students to the close reading of dramatic works, a significant portion of which will be from the twentieth century. It will cover such genre types as tragedy, comedy, the problem play, and absurdist drama. Additionally, it will examine some elements of stagecraft.

Prerequisite: None

Lecture: 4

Transferability:

SFU - ENG 151 = Engl 103 (3)

UBC - ENG 101/102/106/109/114/130/151
(any two) = Engl 100 (3) or
Engl (1.5) or Thea (1.5) units

UVic - ENG 151 = Engl (1.5) 100 level

Offered: Fall and Spring

the Drama reading requirement of this course. Students intending to enroll in Eng 319 should enroll in Eng 106 or Eng 109 in order to be prepared for the Prose Fiction reading requirement of this course.

ENG 310 World Literature: Great Works in Translation 3 credits

This course is a study of major works of world literature grouped in a significant thematic, historic, or literary way.

Prerequisite: First year level English

Lecture: 4

Transferability:

SFU - ENG 310 = Engl 227 (3)

UBC - ENG 310/313/314/315/316/317/319
(any two) = Engl (3) Second Year Engl. Lit.

UVic - ENG 310/313 = Engl. 201 (3)

Offered: Spring

ENG 313 Studies In Major Writers 3 credits

This course is a study of a significant body of work by at least two major writers of English Literature.

Prerequisite: First Year level English

Lecture: 4

Transferability:

SFU - ENG 313 = Engl (3)

UBC - ENG 310/313/314/315/316/317/319
(any two) = Engl (3) Second year Engl. Lit.

UVic - ENG 310/313 = Engl 201 (3)

Not offered 1990/91

ENG 314 Major Poets 3 credits

This course is a study of representative works of poetry by at least four major poets writing in English, from at least two different periods.

Prerequisite: First year level English

Lecture: 4

Transferability:

SFU - ENG 314 = Engl 102 (3)

UBC - ENG 310/313/314/315/316/317/319
(any two) = Engl (3) Second year Engl. Lit.

UVic - ENG 314 = Engl (1.5) 200 level

Offered: Fall

ENG 315 The Comic Vision 3 credits

This course is a study of representative works in the comic tradition. It will include works of drama and at least one other major genre.

Prerequisite: First year level English

Lecture: 4

Transferability:

SFU - ENG 315 = Engl (3)

UBC - ENG 310/313/314/315/316/317/319
(any two) = Engl (3) Second year Engl. Lit.

UVic - ENG 315 = Engl (1.5) 250 level

Offered: Spring

ENG 316 Studies In British Literature: 14th to 18th Centuries 3 credits

This course is a study of major representative works beginning with the Middle Ages and ending with the Age of Pope. The major portion of works studied will be poetry.

Prerequisite: First year level English

Lecture: 4

Transferability:

SFU - ENG 316 = Engl 204 (3) or 205

UBC - ENG 316/317 = Engl 201 (3)

UVic - ENG 316/317 = Engl 200 (3)

Offered: Fall and Spring

ENG 317 Studies In British Literature: 18th to 20th Centuries 3 credits

This course is a study of major representative works, beginning with the Age of Samuel Johnson, ending in the Modern Period, and focusing primarily on the 19th century. A substantial portion of the works studied will be poetry.

Prerequisite: First year level English

Lecture: 4

Transferability:

SFU - ENG 317 = Engl 206 (3)

UBC - ENG 316/317 = Engl 201 (3)

UVic - ENG 316/317 = Engl 200 (3)

Offered: Fall and Spring

ENG 319 The History of the British Novel 3 credits

This course traces the history of the British novel from the 18th century to the 20th century, focusing primarily on the 19th century.

Prerequisite: First year level English

Lecture: 4

Transferability:

SFU - ENG 319 = Engl (3)

UBC - ENG 310/313/314/315/316/317/319
(any two) = Engl (3) Second year Engl Lit.

UVic - ENG 319 = Engl (1.5) 200 level

Offered: Fall

geography

Geographic inquiry is rich, profound and humanizing because it entails an understanding of physical as well as cultural processes as they are revealed in interaction in the landscape. Students who engage in physical and human geographic study will achieve the "sense of balance" that characterizes modern geographic thought. Geography offers an almost unique opportunity for the synthesis and integration of the fund of human knowledge.

GEOG 110 Weather and Climate 3 credits

This course introduces the study and techniques of meteorology and climatology. Weather elements, atmospheric circulation, weather patterns, climatic classification and climate change comprise major segments of the curriculum.

Prerequisite: None Lecture: 2; Lab: 2

Transferability:

SFU - GEOG 110 = Phys Geog (3)
GEOG 110 & GEOG/GEOL 120 = Geog 111 (3),
Geog 112 (3)

UBC - GEOG 110 & GEOG/GEOL 120 =
Geog 101 (3)

UVic - GEOG 110 = Geog 203B (1.5)

Offered: Fall and Spring

GEOG 111 Human Geography: Social and Cultural Perspectives 3 credits

An introduction to the major traditions, themes and theories of human geography, this course places emphasis on the concepts, methods and data used by cultural and social geographers. It includes comparative and historical analyses of cultural landscapes, studies of the origin and diffusion of cultural phenomena and an introduction to cultural ecology/ecosystematic analysis.

Prerequisite: None Lecture: 4

Transferability:

SFU - GEOG 111 = Geog 241 (3)

UBC - GEOG 111 = Geog 220 (1.5)

UVic - GEOG 111 = Geog 205A (1.5)

Offered: Fall

GEOG 112 Human Geography: Economic and Spatial Perspectives 3 credits

An introduction to theories, concepts, methods, and data geographers use to analyze the location of economic activities and the spatial organization of society. The following systems are studied: energy and resources, agriculture, manufacturing, transportation, retailing and recreation. Consideration is given to theories of urban structure, economic systems and spatial diffusion processes.

Prerequisite: None

Lecture: 4

Transferability:

SFU - GEOG 112 = Geog 221 (3)

UBC - GEOG 112 = Geog 260 (1.5)

UVic - GEOG 112 = Geog 201B (1.5)

Offered: Spring

GEOG/GEOL 120 Introduction to Earth Sciences 3 credits

An interdisciplinary course combining geology and physical geography. Topics include the origins and development of the Earth's landscape by such processes as weathering, mass wasting, running water, glaciers, wind and waves and geological phenomena such as rocks and minerals, the interior of the Earth and the geologic time scale.

Prerequisite: None

Lecture: 2; Lab: 2

Transferability:

SFU - GEOG/GEOL 120 = Geog 112 (3)

GEOG 110 & GEOG/GEOL 120 = Geog 111 (3)
and Geog 112 (3)

UBC - GEOG 110 & GEOG/GEOL 120 = Geog 101 (3)

UVic - GEOG/GEOL 120 = Geog 100A (1.5)

Offered: Fall and Spring

GEOG 130 Humanity and the Environment 3 credits

An introduction to the tradition in Geography that studies the relationships between human groups and the physical environment. The central focus of the course is on human beings as agents of environmental change and consumers of world resources.

Prerequisite: None Lecture: 4

Transferability:

SFU - GEOG 130 = Geog 102 (3)

UBC - GEOG 130 = Geog (1.5)

UVIC - GEOG 130 = Geog 101B (1.5)

Offered: TBA

GEOG 160 The Geography of British Columbia 3 credits

An introductory regional geography of B.C. This course will include a general study of the physical environment and the historical/settlement background, but will concentrate on problems relevant to sections of the Pacific Coast area such as economic development and resource conservation, urbanization and life in remote rural areas. The course will include an examination of the role of the West in Canada's future development.

Prerequisite: None

Lecture: 4

Transferability:

SFU - GEOG 160 = Geog 265 (3)

UBC - GEOG 160 = Geog (1.5)

UVic - GEOG 160 = Geog (1.5) 100 level

Offered: Spring

GEOG 170 Introductory Cartography 3 credits

This course explores a range of topics in the field of cartography. Emphasis is placed on the presentation of geographical data and relationships. Topics covered include: cartographic methods, projections, elementary field survey, cartographic design, distribution mapping, representation of relief, introduction to photogrammetry and visual impact. The course is designed for geography students but will interest any students who value working with maps.

Prerequisite: None

Lecture: 2; Lab: 3

Transferability:

SFU - GEOG 170 = Geog 250 (3)

UBC - GEOG 170 = Geog (1.5)

UVic - GEOG 170 = Geog (1.5) 100 level

Offered: Fall

GEOG 180 The Geography of Canada**3 credits**

An introduction to the geography of Canada. Using the concepts and methods of regional geography, the course examines Canada as both a world region and as a nation made up of a set of distinct regions.

Prerequisite: None

Lecture: 4

Transferability:

SFU - GEOG 180 = Geog 162 (3)

UBC - GEOG 180 = Geog 190 (1.5)

UVic - GEOG 180 = Geog 102 (1.5)

Offered: Fall

geology

Geology is the study of the composition, origin, and development of planet Earth. The origins and evolution of rocks and minerals, oceans, atmosphere and life, and their interactions are considered. Beginning students will enroll in GEOL/GEOG 120, Introduction to Earth Science, a core course intended to introduce students to geology. Students have the option of considering this course terminal (3 science credits in Geography at SFU or 1.5 unassigned Geology credits at UBC). During the second semester, students may couple Introduction to Earth Science with GEOL 210: Our Changing Earth. This sequence is equivalent to Geology 105 at UBC or six unassigned Geography credits at SFU. The sequence GEOL/GEOG 120 and GEOG 110 is the equivalent of Geography 101 at UBC or Geography 111 plus three unassigned Geography credits at SFU. The following would be the most appropriate program for

GEOG 310 Climatology**3 credits**

A study of physical and dynamic climatologic processes and principles. Atmospheric energy, moisture and momentum constitute the framework in which observed elements such as temperature, humidity and wind are employed to exemplify climatologic principles.

Prerequisites: GEOG 110 and GEOG/GEOL 120 or instructor's permission

Lecture: 4

Transferability:

SFU - GEOG 310 = Geog 214 (3)

UBC - GEOG 310 = Geog 200 (1.5)

UVic - GEOG 310 = Geog (1.5) 200 level

Offered: Spring

GEOG 321 Introduction to Hydrology 3 credits

This course involves the study of the hydrologic cycle, its dynamics and component parts, but with emphasis on the terrestrial phase. Field and lab work will involve measurement techniques and the analysis of hydrologic data. Emphasis will also be placed on a description of Canada's water resources and their management.

Prerequisite: GEOG/GEOL 120, GEOG 110

Lecture: 4

Transferability:

SFU - GEOG 321 = Physical Geog (3)

UBC - GEOG 321 = Geog 205 (1.5)

UVic - GEOG 321 = Geog (1.5) 200 level

Offered: Fall

those students intending to major in geology.

SEMESTER I

PHY 100 or 110

CHE 110

MAT 120

GEOL/GEOG 120

*ENG

SEMESTER III

GEOL 300

GEOL 321

MAT 321 or 232

CHE 310

BIO 110

SEMESTER II

PHY 200 or 210

CHE 210

MAT 220

GEOL 210

*ENG

SEMESTER IV

GEOL 400

GEOL 421

CMPT 110

CHE 410

BIO 210

*During the year, any two of: English 130 (or 200) and 101, 102, 106, 109, 114, 151 must be included.

Students intending to enroll in the Earth and Space Science major in the Faculty of Education at UBC require GEOL/GEOG 120, GEOL 210.

GEOL/GEOG 120 Introduction to Earth Science 3 credits

An interdisciplinary course combining geology and physical geography. Topics include the origins and development of the Earth's landscape by such processes as weathering, mass wasting, running water, glaciers, wind and waves and geological phenomena such as rocks and minerals, the interior of the Earth and geologic time.

Prerequisite: None

Lecture: 2; Laboratory: 2

Transferability:

SFU - GEOL/GEOG 120 = Geog 112 (3)

GEOG 110 and GEOL/GEOG 120 = Geog 111 (3),
Geog 112 (3)

UBC - GEOL/GEOG 120 & GEOL 210 = Geol 105 (3)

UVic - GEOL/GEOG 120 = Geol 100A (3)

Offered: Fall and Spring

GEOL 150 Introduction to Engineering Geology 3 credits

In this course emphasis is placed on the origin and nature of earth materials and on geological phenomenon which affect engineering and construction projects. Topics such as rocks and minerals, soils, slope stability, permafrost, flood control and earthquake activity are discussed with special reference to local geological problems. Credit will not be given for both GEOL/GEOG 120 and GEOL 150.

Prerequisite: None

Transferability:

SFU - GEOL 150 = Geog 112 (3)

UBC - GEOL 150 = Geol 150 (1.5)

UVic - GEOL 150 = Geol 100A (1.5) or
Geol 203A (1.5)

Offered: Spring

GEOL 210 Our Changing Earth 4 credits

Our Changing Earth involves the study of the geological history of the Lower Mainland of British Columbia. Students will be expected to attend a number of field trips during the laboratory part of the course. Lectures will be concerned with the origin and structure of the earth with particular emphasis being placed on plate tectonics (continental drift).

Prerequisite: GEOL/GEOG 120

Lecture: 2; Field Experience: 4

Transferability:

SFU - GEOL 210 = G.E. Geol (4)

UBC - GEOL/GEOG 120 & GEOL 210 = Geol 105 (3)

UVic - GEOL 210 = Geol 100B (1.5)

Offered: Spring

GEOL 300 Introduction to Crystallography, Mineralogy and Petrology 4 credits

This course provides an introduction to the physical and chemical characteristics of minerals, rocks and crystals. The fundamentals of crystal symmetry, classification and crystal chemistry together with the properties used to identify minerals, igneous and metamorphic rocks will be discussed. This course is essential for all geology majors and should be taken in the second year of study. Participation in field trips is required.

Prerequisite: GEOG/GEOL 120 or GEOL 150

Corequisite: CHE 110 or permission of instructor

Lecture: 2; Laboratory: 4

Transferability:

SFU - GEOL 300 = Geog (3)

UBC - GEOL 300 = Geol 200 (1.5)

UVic - GEOL 300 = Geol 203 (1.5)

Offered: Fall

GEOL 321 Introduction to Sedimentology 4 credits

This course is a brief study of the various processes involved in the formation of sedimentary rocks and of the characteristics imparted to formations by different depositional environments.

Prerequisite: GEOL/GEOG 120

Lecture: 3; Laboratory: 3;

Transferability:

SFU - GEOL 321 = G.E. Geol (4)

UBC - GEOL 321 = Geol 226 (1.5)

UVic - GEOL 321 = Geol 201 (1.5)

Offered: Fall

GEOL 400 Optical Mineralogy 4 credits

This is essentially a laboratory oriented course on the identification of minerals in thin section. Using a polarizing (petrographic) microscope the optical properties of common rock forming minerals will be determined.

Prerequisite: GEOL 370 or GEOL 300

Lecture: 2; Laboratory: 4

Transferability:

SFU - GEOL 400 = G.E. Geol (4)

UBC - GEOL 400 = Geol 201 (1.5)

UVic - GEOL 400 = Geol (1.5) 200 level

Offered: Spring

GEOL 421 Introduction to Stratigraphy 4 credits

This course is to familiarize the student with the principles and techniques of historical geology. The student should be able to understand the underlying principles in the study of stratigraphic records, viz. chrono and lithostratigraphy and the concept of lithofacies and biofacies. The lab work involves study of stratigraphic

maps, preparation and interpretation of structure contour maps, isopach maps, facies maps and principles of stratigraphic data processing. Students will be required to participate in field trips.

Prerequisite: GEOL/GEOG 120

Lecture: 2; Laboratory: 4

Transferability:

SFU - GEOL 421 = G.E. Geol (4)

UBC - GEOL 421 = Geol 206 (1.5)

UVic - GEOL 421 = Geol 201 (1.5)

Offered: Spring

health information technology

HISP 100 Health Record Systems 1 4 credits

This first course in health record practice provides students with the fundamental knowledge of health record systems in hospitals and other health facilities. After an orientation to the program, the profession and the health care system, students study the basic principles, policies and procedures relating to health record departments and health records. Field trips to an acute care hospital health record department allow students to see how theory is put into practice.

Prerequisite: Keyboard skills - 35 wpm

Lecture: 3; Lecture/Practice: 3

No transfer credit

Offered: Fall

HISP 101 Applied Medical Terminology 3.5 credits

This course combines the theory of medical terminology with the practice of medical/surgical transcription. Students learn the detailed language of medicine including prefixes, roots, suffixes, plurals, combining forms, abbreviations, and pronunciation with emphasis on analysis and word-building. Included are the basic rules of medical terminology as well as a special unit on operative procedures terminology. The medical terminology theory is reinforced through its application in transcription labs using WordPerfect 5.

Prerequisite: Keyboard skills - 40 wpm and Biology 12

Lecture: 3; Laboratory: 2

No transfer credit

Offered: Fall

HISP 102 Applied Pathophysiology 4 credits

This course introduces students to the basic principles and concepts of disease processes. The most common disorders of each body system are studied in depth according to etiology, signs and symptoms, diagnosis and treatment. In addition, other conditions of significance to the health care system are presented, as well as an overview of less common disorders by system in relation to coding practice. Included as a unit on basic pharmacology. The course coordinates with the concurrent anatomy and physiology and coding courses. Field trips to an acute care hospital health record department will allow students to examine health records to identify and correlate diagnoses with symptoms, diagnostics and treatments.

Prerequisite: Biology 12

No transfer credit

Lecture: 6

Offered: Fall

HISP 106 Introduction to Coding 3.5 credits

This course is the first in a series of courses focusing on coding and data collection and retrieval. Each course presents new coding theory and practice while continuing to reinforce and apply previously taught coding principles and procedures. There are increasing standards of accuracy and productivity as students progress from simple to complex patient records. In addition to coding, students will be introduced to various aspects of the Hospital Medical Records Institute (HMRI) system of data collection. Portions of the practice aspect of the course will take place at an acute care hospital.

Prerequisite: Biology 12

Lecture: 2; Lecture/Practice: 3

No transfer credit

Offered: Fall

HISP 200 Health Record Systems 2 3 credits

This second course in health record systems continues to provide students with the fundamental principles, policies and procedures relating to health record departments and health records. Theory and practice continue for basic technical tasks. In addition, students are introduced to broader issues of professional practice and to the basic skills required for supervision of a small health record department or a section of a larger department.

Prerequisite: HISP 100

Lecture: 4

No transfer credit

Offered: Spring

HISP 202 Applied Pathophysiology 3.5 credits

This second course in pathophysiology continues the study of disease processes by body system. The most common disorders of each system are studied in depth according to etiology, signs and symptoms, diagnosis and treatment. In addition, other conditions of significance to the health care system are presented, as well as an overview of less common disorders by system in relation to coding practice. The course coordinates with the concurrent anatomy and physiology and coding courses. Field trips to an acute care hospital health record department will allow students to examine health records to identify and correlate diagnoses with symptoms, diagnostics and treatments.

Prerequisite: HISP 101, 102 Lecture: 5
No transfer credit Offered: Spring

HISP 205 Health Record Practicum 2 credits

This is a two-week practicum course in the middle of Semester II which provides the first year students with practice in the basic clerical/technical procedures performed in the typical hospital health record department. Occasionally, students will be permitted to attend a non-traditional practicum site with approval of the program coordinator. Tasks generally include admission and discharge procedure, assembling, quantitative analysis, filing, correspondence, incomplete chart control, chart location control and other related tasks.

Prerequisite: All Semester I courses

Practicum: 35 hours/week

No transfer credit Offered: Spring

HISP 206 Coding and Data Retrieval 4 credits

This course is the second in a series of courses focusing on coding and data collection and retrieval. The course presents new coding theory and practice for specific body systems while continuing to reinforce and apply previously taught coding principles and procedures. There are increasing standards of accuracy and productivity as students progress from simple to complex patient records. In addition to coding, students will be further instructed in various aspects of the Hospital Medical Institute (HMRI) system of data collection. Portions of the practice aspect of the course will take place at an acute care hospital.

Prerequisite: HISP 101, 102, 106

Lecture: 3; Lecture/Practice: 3

No transfer credit Offered: Spring

HISP 210 Health Information Reporting 3 credits

This course provides students with the ability to collect and present data and information to health care providers and administrators. Students are introduced to descriptive statistics with emphasis on data presentation and graphing techniques. Included are the standard formulas and other data requirements for basic and customized reports.

Prerequisite: Math 11 (Algebra 11), HISP 100

Lecture: 4

No transfer credit Offered: Spring

HISP 222 Introduction to Quality Assurance 2.5 credits

This course presents quality assurance programs in health facilities and their interaction and relationship with health information services. The fundamental role and requirements of the Canadian Council of Health

Facilities Accreditation regarding quality assurance programs are included. Program structure and design is discussed including those aspects of the facility administration and medical staff organization which are involved with quality assurance. Students are introduced to the requirements for quality review within the health information and services department.

Prerequisite: HISP 100

Lecture: 3

No transfer credit

Offered: Spring

HISP 300 Health Record Administration 6 credits

This course focuses on preparing health record administrators for changes in the health care system which will have an impact upon health information services. The course begins with an exploration of contemporary ethical, expanded role of the health record administrator from the traditional acute care hospital health record department to a variety of other employment contexts. The course includes with an assessment of how technological developments, particularly in relation to computerization, affect health record practice today and in the future.

Prerequisite: HISP 200

Lecture: 4; Seminar: 4

No transfer credit

Offered: Fall

HISP 305 Health Record Practicum 7.5 credits

This course is a seven-week practicum course for health record technicians which focuses on technical procedures and completes their series of coding courses. For the first three weeks, students will attend one acute care hospital under the supervision of a faculty member for a group coding practicum. The final four weeks will be at a new practicum site which tasks include coding, abstracting, computation of statistics, data retrieval and presentation, attendance at meetings as appropriate and introduction to transcription services. Students return to the College for one week of post practicum discussion and analysis.

Prerequisite: All Semester I and II courses or equivalent

Practicum: 35/week

No transfer credit

Offered: Summer

HISP 306 Coding and Data Retrieval 4 credits

This third course in the coding series for health record administrators focuses on enhancing coding productivity and accuracy at an advanced level for increasingly complex records. Specific coding and data collection issues are studied in relation to each body system. Practice in conducting and presenting simulated quality assurance studies is provided. Students will participate in the development of departmental coding and abstracting policies, procedures, and standards. Portions of the

practice aspect of the course will take place at an acute care hospital.

Prerequisite: HISP 206

Laboratory: 2; Lecture/Practice: 4

No transfer credit Offered: Fall

HISP 322 Quality Review Programs 3 credits

This advanced course in quality review programs provides the student with an understanding of quality assurance program in general and risk management and utilization management programs in particular. The concept of program design, implementation and evaluation on a facility-wide basis will be studied and related to health information services. Students will assess the information requirements for the various programs and receive practical experience in providing the essential data.

Prerequisite: HISP 210, 222 Lecture/Practice: 4

No transfer credit Offered: Fall

HISP 400 Health Record Administration 2.5 credits

This course introduces students to two major areas of health record administration - management of physical resources and management of human resources (with major emphasis on health labor relations). The course concludes with seminars on current topics affecting health record practice which summarize previous semesters' work in preparation for the Semester V practicum.

Prerequisite: HISP 300 Lecture: 2; Seminar: 2

No transfer credit Offered: Spring

HISP 406 Coding and Data Retrieval 3 credits

This fourth and final course in the coding series continues to focus on enhancing coding productivity and accuracy at an advanced level for increasingly complex records. Specific coding and data collection issues are studied in relation to each body system. Special projects involving coding, abstracting and data retrieval continue. Students will learn to evaluate the accuracy and completeness of coding and abstracting and of report preparation. Portions of the practice aspect of the course will take place at an acute care hospital.

Prerequisite: HISP 306

Laboratory: 2; Lecture/Practice: 3

No transfer credit Offered: Spring

HISP 410 Financial Management In Health Care 2.5 credits

This course provides health record administrators with a basic understanding of financial issues and processes in the Canadian health care delivery system. Students are introduced to health care financial terminology and budgeting. The expanding interaction between financial and clinical data is explored with emphasis on the various methods of costing health services.

Prerequisite: HISP 300, 306, 322 or equivalent

Lecture: 2; Seminar: 2

No transfer credit Offered: Spring

HISP 422 Quality Assurance for Health Records Departments 2.5 credits

This course involves the detailed application of quality assurance principles and practices to the health information services department. Specific quality assurance plans for a wide variety of clerical, technical and managerial tasks will be developed. These plans will focus around departmental mission and goals and examine standards of quality, quantity, timeliness and cost.

Prerequisite: HISP 300, 306, 322

Lecture: 2; Seminar: 2

No transfer credit Offered: Spring

HISP 505 Health Record Practicum 9 credits

This is a nine-week practicum course in which students are expected to be able to perform all tasks generally expected of the entry-level health record administrator. Students will attend two or three contrasting sites and undertake either a standard, traditional practicum or a specialized, project-oriented practicum. Students return to the College for a one-week intramural session at the end of the practicum to share, compare and analyze experiences.

Prerequisite: All previous courses in program (or permission of Program Coordinator if course in progress)

Practicum: 35/week

No transfer credit Offered: Summer

health services

These courses are only for those students enrolled in the Long Term Care Aide programs.

HS 140 Communications Skills in Health Care 2 credits

This course will emphasize effective communication and interpersonal relationships with patients/clients and with members of the health care team. It is designed for students enrolled in the Long Term Care Aide program.

Prerequisite: None

Lecture: 1; Laboratory: 1

No transfer credit

Offered: Fall and Spring

HS 149 Communications Skills in Health Care for L.T.C.A. Access Students 0.5 credits

This course is designed to meet the needs of the Home Support Worker Access student. This three week course will emphasize effective communication and interpersonal relationships with patients/residents and with member of the health care team.

Prerequisite: None

Lecture: 1; Laboratory: 1

No transfer credit

Offered: Fall and Spring

history

History occupies a focal point in the humanities and social sciences. It develops the skills of sifting and weighing evidence, recognizing bias and perspective, organizing material, thinking logically, and creating a synthesis. These are all skills necessary for almost any career. Writing essays or related assignments for each course gives the student ample opportunity to develop and refine these skills.

The direct application of history to employment is generally limited to the professional historian, the history/social studies teacher, the historical researcher, and the archivist. However, the study of history provides a valuable foundation for many careers including business, law, law enforcement, journalism, library and museum work, the civil service, politics, and the clergy.

Students planning to major in history are advised to consult an academic advisor, or attend group advising sessions. Students should plan first and second year courses with university transfer requirements for majors in mind. Those planning to attend SFU as history majors in third year must have completed SIX Douglas College history courses including at least ONE World or European and ONE Canadian or American course. For UBC, FOUR Douglas College history courses including at least ONE world or European and ONE Canadian or American or ONE other course in another field are required for third year. For University of Victoria, those planning to enter the majors program in third year must have completed FOUR Douglas College history courses.

HIS 103 Main Currents in World History: The Early Twentieth Century 3 credits

After a brief introduction to the methods of historical investigation, this course examines some of the main currents of world history in the first half of the twentieth century. While topics beyond Europe are not ignored, the course concentrates on affairs in Europe. Examples

of major topics include the Great War, the Russian Revolution, Nazi Germany, and the Second World War in Europe.

Prerequisite: None

Lecture: 2; Tutorial: 2

Transferability:

SFU - HIS 103 = Hist 225(3)

UBC - HIS 103 = Hist 1.5

HIS 103/104 = Hist 125(3)

UVic - HIS 103 only = Hist 1.5 (100 level)

HIS 103/104 = Hist 105(3)

Offered: Fall

HIS 104 Main Currents in World History: The Later Twentieth Century 3 credits

After a review of the methods of historical investigation, this course examines some of the main currents in world history since 1945. While not ignoring affairs in Europe, the course concentrates on problems which are either world wide or rooted in an area outside Europe. Examples of major topics include the superpower rivalry during the Cold War and Detente and the evolution of one region of the Third World, e.g., the Middle East, Sub-Saharan Africa, South Asia, South-East Asia, or Latin America.

Prerequisite: None

Lecture: 2; Tutorial: 2

Transferability:

SFU - HIS 104 = Hist(3)

UBC - HIS 104 = Hist 1.5

HIS 103/104 = Hist 125(3)

UVic - HIS 104 = Hist 1.5 (100 level)

HIS 103/104 = Hist 105(3)

Offered: Spring

HIS 113 Canada Before Confederation 3 credits

After a brief introduction to the methods of historical investigation, this course examines themes in the history of Canada before Confederation. Major topics include

New France and British North America.

Prerequisite: None

Lecture: 2; Tutorial: 2

Transferability:

SFU - HIS 113 = Hist 101(3)

UBC - HIS 113/114 = Hist 135(3)

UVic - HIS 113/114 = Hist 130(3)

Offered: Summer, Fall, Spring

HIS 114 Canada Since Confederation

3 credits

After a review of the methods of historical investigation, this course will examine themes in the history of Canada since Confederation.

Prerequisite: None

Lecture: 2; Tutorial: 2

Transferability:

SFU - HIS 114 = Hist 102(3)

UBC - HIS 113/114 = Hist 135(3)

UVic - HIS 113/114 = Hist 130(3)

Offered: Fall and Spring

HIS 201 European History: From the Renaissance to the Enlightenment

3 credits

This course examines early modern European history from the Renaissance to the mid-eighteenth century. As well as political history, the course considers the broad economic and social foundations of Europe during this period and some of the resulting scientific, philosophical, and cultural achievements. Major topics include the Renaissance and Reformation, the seventeenth-century crisis of authority, and the eighteenth-century sources of dynamism.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

Transferability:

SFU - HIS 201 = Hist 223(3)

UBC - HIS 201 = Hist 1.5

HIS 201/202 = Hist 120(3)

UVic - HIS 201 = Hist 1.5 (200 level)

HIS 201/202 = Hist 240(3)

Offered: Fall

HIS 202 European History: From the French Revolution to the Great War

3 credits

This course covers European history from the French Revolution to the outbreak of World War I. As well as political history, the course examines broad economic and social changes and some of the resulting scientific, philosophical and cultural achievements. Major topics include the French Revolution, the Industrial Revolution, a comparison of several aspects of an "advanced" and a "backward" society, and the attitudes and events which led to the First World War.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

Transferability:

SFU - HIS 202 = Hist 224(3)

UBC - HIS 202 = Hist 1.5

HIS 201/202 = Hist 120(3)

UVic - HIS 201/202 = Hist 240(3)

HIS 202 = Hist 1.5 (200 level)

Offered: Spring

HIS 209 Western Canada

3 credits

This course examines Western Canadian history from the fur trade era to the present. Major topics will include native history, the fur trade, settlement, provincial politics, labour, agricultural changes, urbanization, and modernization. The themes of race, class and community will be explored.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

Transferability:

SFU - HIS 209 = Hist 201(3)

UBC - HIS 209 = Hist 1.5

UVic - HIS 209 = Hist 1.5 (200 level)

Offered: Fall

HIS 210 British Columbia

3 credits

This course will examine topics in British Columbia history including native history, provincial politics, relations with the federal government, labour, urbanization and modernization. The themes of race, class and community will be explored.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

Transferability:

SFU - HIS 210 = Hist 202(3)

UBC - HIS 210 = Hist 1.5

UVic - HIS 210 = Hist 1.5 (200 level)

Offered: Spring

HIS 240 The United States to 1877

3 credits

This course deals with the main themes of American History from the establishment of the colonies through the Civil War and Reconstruction. As well as political history, the course considers economic and social foundations of the United States and some of the cultural achievements of the new nation.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

Transferability:

SFU - HIS 240 = Hist 212(3)

UBC - HIS 240/241 = Hist 237(3)

UVic - HIS 240 = Hist 1.5 (200 level)

HIS 240/241 = Hist 210(3)

Not offered 1990/91

HIS 241 The United States Since 1877 3 credits

This course deals with main themes in American history from the Reconstruction to the present. As well as political history, this course considers economic, social and cultural developments in the United States.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

Transferability:

SFU - HIS 241 = Hist 213(3)

UBC - HIS 241 = Hist 1.5
HIS 240/241 = Hist 237(3)

UVic - HIS 241 = Hist 1.5 (200 level)
HIS 240/241 = Hist 210(3)

Not offered 1990/91

**HIS 250 Modern Chinese History:
An Introduction 3 credits**

This course deals with modern Chinese history from the Opium Wars to the 1980s. After considering briefly Chinese geography, language, and cultural traditions, the course investigates the nineteenth-century disintegration of the traditional state and society and Chinese responses to foreign political, economic, and cultural incursions. An examination of several aspects of the People's Republic after 1949 reveals some of the tensions in the Chinese method(s) of modernization. The course also devotes some attention to modern Chinese art and literature and China's relations with Canada.

Prerequisite: One 100-level History course

Lecture: 2; Seminar 2

Transferability:

SFU - HIS 250 = Hist 255(3)

UBC - HIS 250 = Hist 1.5
HIS 250/251 = Hist 171 (Asian Studies 105)(3)

UVic - HIS 250 = Hist 254 (1.5)

Not offered 1990/91

**HIS 251 Modern Japanese History:
An Introduction 3 credits**

This course deals with modern Japanese history from the end of the Tokugawa era to the 1980s. After considering briefly Japanese geography, language, and cultural traditions, the course concentrates on the late nineteenth-

century transformation of the state and society, the military adventures of the early twentieth century, and the sources of the economic "miracle" after 1945. The course also devotes some attention to modern Japanese art and literature and Japan's changing relations with Canada.

Prerequisite: One 100-level History course

Lecture: 2; Seminar 2

Transferability:

SFU - HIS 251 = Hist(3)

UBC - HIS 250 = Hist 1.5
HIS 250/251 = Hist 171 (Asian Studies 105)(3)

UVic - HIS 251 = Hist 256(1.5)

Not offered 1990/91

HIS 260 Women in Canada 1600-1920 3 credits

This course examines Canadian women's lives, work and place in the historical record from 1600 to 1920. Biographies, journals, and letters will be used to explore how historians interpret women's past in Canada.

Prerequisite: One 100-level History course

Lecture: 2; Seminar 2

Transferability:

SFU - HIS 260 = W.S. 201(3)

UBC - His 260 = Hist 1.5

UVic - His 260 = Hist 1.5 (200 level)

Offered: Fall

**HIS 261 Women in Canada 1920 to the Present
3 credits**

This course examines major issues in Canadian women's history from 1920 to the present. Topics for discussion include the female life cycle, domestic life, work outside the home, public life and women's writings.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

Transferability:

SFU - HIS 261 = W.S. 202(3)

UBC - HIS 261 = Hist 1.5

UVic - HIS 261 = Hist 1.5 (200 level)

Offered: Spring

home support worker training

These courses are only for those students enrolled in the Home Support Worker program. The student proceeds through these four learning steps in a part-time program. Each step is 8 weeks - one day per week at 0830-1630 hours.

HMK 100 Step I - Home Support Worker Training 3 credits

This course is designed to prepare the student to assume responsibilities of an employee trained as a homemaker/home support worker in the health and human services field. The principles of communication in job situations, a helping response to clients at the stages of growth and development from birth to young adulthood and provision of basic information necessary to assist clients and home support workers in meeting needs for protection in the home (safety, sanitation, food storage, principles of body mechanics) will be emphasized.

Prerequisite: None Lecture: 48 hours
No transfer credit Offered: Fall

HMK 180 Step I - Home Support Worker Practicum .75 credits

This course is designed for students enrolled in the Home Support Worker STEP program to provide opportunity for the student to practice skills in a home setting under supervision. The student will integrate concepts learned from STEP I (HMK 100) by demonstrating skills outlined in the Home Support Worker Skill Profile. Five one hour discussion groups form part of the practicum experience. These groups promote the students integration of classroom learning and practice. Prerequisite: Enrollment in the Home Support Worker Program

Corequisite: STEP I - HMK-100
Seminar/Practicum: 30 hours
No transfer credit Offered: TBA

HMK 200 Step II - Home Support Worker Training 3 credits

This course is designed to prepare the student to assume responsibilities of an employee trained and seeking employment as a homemaker/home support worker in the health and human services field. Human needs of middle aged and older adults will be discussed. Emphasis will be on working with the older adult. Grief and loss, dying and death issues will be covered as well as the Home Support Worker's role in working with families and emotionally disturbed persons. Provision of basic information necessary to assist clients in meeting their needs for protection in the home (problem-solving) will be reviewed.

Prerequisite: HMK 100 - Step I

Lecture: 48 hours

No transfer credit

Offered: Spring

HMK 280 Step II - Home Support Worker Practicum .75 credits

This course is designed for students enrolled in the Home Support Worker STEP program to provide opportunity for the student to practice skills in a home setting under supervision. The student will integrate concepts learned from STEP II (HMK 200) by demonstrating skills outlined in the Home Support Worker Skill Profile. Five one hour discussion groups form part of the practicum experience. These groups promote the student's integration of classroom learning and practice. Prerequisite: Enrollment in the Home Support Worker Program

Corequisite: Step II - HMK 200

Seminar/Practicum: 30 hours

No transfer credit

Offered: TBA

HMK 300 Step III - Home Support Worker Training 3 credits

This course is designed to provide the student with basic information and practical skills necessary to promote the nutritional needs and physical well-being of the client in a private home setting. The focus for STEP III will be: planning meals relevant to cultural needs and Canada's Food Guide; acquiring a basic knowledge of common health problems; skills in bathing, bedmaking, hygiene, feeding, toileting and procedures in minor health emergencies.

Prerequisite: HMK 200 - Step II

Lecture: 39 hours; Laboratory: 9 hours

No transfer credit

Offered: Fall

HMK 380 Step III - Home Support Worker Practicum .75 credits

This course is designed for students enrolled in the Home Support Worker STEP program to provide opportunity for the student to practice skills in a home setting under supervision. The student will integrate concepts learned from STEP III (HMK 300) by demonstrating skills outlined in the Home Support Worker Skill Profile. Five one hour discussion groups form part of the practicum experience. These groups promote the student's integration of classroom learning and practice. Prerequisite: Enrollment in the Home Support Worker Program

Corequisite: Step III - HMK 300

Seminar/Practicum: 30 hours

No transfer credit

Offered: TBA

HMK 400 Step IV - Home Support Worker Training 3 credits

This course is designed to provide the student with basic information and practical skills necessary to promote the nutritional needs and physical well-being of the client in a private home setting. The focus for STEP IV will be: planning meals relevant to special diets, nutrition, appeal and economics; acquiring a basic knowledge of the client's need for exercise, activity and independence.

Prerequisite: HMK 300 - Step III

Lecture: 42 hours; Laboratory: 6 hours

No transfer credit Offered: Spring

HMK 480 Step IV - Home Support Worker Practicum .75 credits

This course is designed for students enrolled in the Home Support Worker STEP program to provide opportunity for the student to practice skills in a home setting under supervision. The student will integrate concepts learned from STEP IV (HMK-400) by demonstrating skills outlined in the Home Support Worker Skill Profile. Five one hour discussion groups form part of the practicum experience. These groups promote the student's integration of classroom learning and practice.

Prerequisite: Enrollment in the Home Support Worker Program

Corequisite: Step IV - HMK 400

Seminar/Practicum: 30 hours

No transfer credit Offered: TBA

HMK 500 Home Support Worker Access Course 3 credits

This course is designed as an access course to enable Long Term Care Aide graduate students (or those with equivalent training) to achieve competencies needed to receive a Citation in Home Support Work. The course will emphasize the Home Support Worker's role and responsibilities; principles of communications specific to the field; human needs (specifically children's and family needs); nutrition and meal management; home management (principles of safety and sanitation) and intervention techniques for life threatening emergencies in the home.

Prerequisite: LTC Aide Citation or equivalent

Lecture: 51 hours; Laboratory: 9 hours

No transfer Credit Offered: TBA

HMK 580 Home Support Worker Access Program Practicum 2 credits

This course is designed for students enrolled in the Home Support Worker Access Program; to provide an opportunity to practise skills, in a home setting, under supervision. The student will integrate concepts learned from the Access program (HMK 500) by demonstrating skills outlined in the Home Support Worker Skill Profile.

Prerequisite: HMK 500

Seminar/Practicum: 60 hours

No transfer credit

Offered: TBA

human development

Human Development courses are designed and taught by professional counsellors in order to promote personal growth and development. Other courses are to promote understanding of human behaviour and to learn skills in the dynamics of interpersonal communication and relationships. These courses are not intended to replace individual counselling.

HUD 100 Personal Development 3 credits

This course is designed to help an individual understand the factors that influence his/her behaviour and learn how to take charge of his/her life. The class will focus on developing self-acceptance and trust, personal power, self-control, and self-confidence. These will be taught in a supportive group environment.

Prerequisite: None

Seminar: 3; Student Directed Learning: 1

No transfer credit Offered: Fall or Spring

HUD 142 Career Explorations 1.5 credits

This half-semester course assists individuals in choosing an occupational area most related to their chosen lifestyle. Information resources concerning occupational areas, educational programs, training requirements and job trends and opportunities are presented; academic and physical abilities are considered in relation to previous life experiences. Class discussions and outside readings and research encourage sharing of information and experiences to help individuals consider the many alternatives available to them.

Prerequisite: None

Laboratory: 1; Seminar: 3

No transfer credit

Offered: Fall or Spring

HUD 143 Career Orientation 1 credit

This is a short course to help students to confirm or clarify career choices. It is designed to help those who have a fairly clear idea of the occupational field most suited to them. The "CHOICES" computer system is used to assist in the decision-making process.

Prerequisite: None

Laboratory: 1; Seminar: 3

No transfer credit

Not offered 1990/91

HUD 144 Career and Lifestyle Planning **2 credits**

Choosing an occupation is a big decision. The purpose of this ten session course is to better equip students with information about themselves and about occupations. This course will provide an opportunity to explore factors involved in making a career decision: roles, values, beliefs, aptitudes, interests, skills and needs. Through increased awareness of self, career, and decision-making skills, students will be encouraged to establish short and long-term goals regarding suitable careers and preferred lifestyles.

Prerequisite: None Laboratory: 1; Seminar: 3
No transfer credit Offered: Fall or Spring

HUD 145 Job Search Skills **1.5 credits**

Using polished job search skills can often make the difference in landing a job. In this seven week course students will clarify their job goals, identify sources of job leads, learn skills to research occupations, and identify prospective employers. There will be opportunity to write a resume, practise interviewing skills, and explore issues important to job success. The course will benefit students seeking a first job as well as career changers.

Prerequisite: None Laboratory: 1; Seminar: 3
No transfer credit Offered: Fall or Spring

HUD 152 The Dynamics of Interpersonal Relationships **3 credits**

This course will provide the student with an opportunity to explore and understand the dynamics of interpersonal relationships. Self-awareness will be encouraged by examining personal needs, values, and expectations. Inter-

personal communication skills such as self-disclosure, active listening, and responding with understanding will be presented. Students will learn how to apply new skills in their personal relationships.

Prerequisite: None Laboratory: 1; Seminar: 3
No transfer credit Offered: Fall or Spring

HUD 252 The Dynamics of Helping Relationships **3 credits**

This course is designed as a general orientation to the helping process. It is an experiential course which looks at the dynamics necessary for helping others. The intent of the course is to teach students the elements, dynamics, and skills necessary to develop a personal style of helping in their daily lives.

Prerequisite: HUD 152 or permission of instructor
Laboratory: 1; Seminar: 3
No transfer credit Offered: Fall or Spring

HUD 263 Group Process and Leadership Styles **3 credits**

This course will consider aspects of the dynamics of groups including member roles and functions, stages of group development and strategies for improving group effectiveness. It will also consider the function of leadership, the relationship of the leadership function to the stage of group development and the appropriateness of a variety of leadership styles.

Prerequisite: HUD 152, or other courses (credit or non-credit) with similar content, or permission of instructor

Seminar: 3; Student Directed Learning: 1
No transfer credit Not offered 1990/91

humanities

HUM 101 Frontiers of Thought **3 credits**

Frontiers of Thought is an introductory appreciation of the frontiers of thought in the areas of: People and Their World (Sciences); People and Their Society (Social Sciences) and People and Their Minds (Humanities). Specialized disciplines contributing to our understanding of these areas are examined. Presentations are interdisciplinary and non-technical and assume no student acquaintance with the subject matter. This course is for those whose programs would not normally include these disciplines, as well as for those desiring a general survey course.

Prerequisite: None Lecture: 2; Seminar: 2

Transferability:

SFU - HUM 130 = G.E. Gen Stud (3)

UBC - HUM 130 = Arts (1.5)

UVic - HUM 130 = Hum (1.5) 100 level

Offered: Fall and Spring

HUM 102 Frontiers of Health **3 credits**

An exploration of positive, whole health, physical, mental and emotional, in which the healing insights and practices of alternative cultures, including meditation, hypnosis, yoga, acupuncture, dancing and drama, are investigated alongside traditional western theory and practice, in the context both of the whole person and of the domestic, organizational, industrial and political contexts.

Prerequisite: None Lecture: 2; Seminar: 2
No transfer credit Offered: TBA

HUM 150 Loving **3 credits**

This course attempts to understand the experience of love as expressed, through the ages, in philosophies of love, ranging from Plato and Aristotle, through de Rougemont, to Santayana, Sartre, de Beauvoir and Greer, with particular emphasis, in the modern period,

on Leo Buscaglia. It investigates the individual and social implication of love, exploring the relationship between love and sexuality, religion, organizations, politics and the environment.

Prerequisite: None

Lecture: 2; Seminar: 2

Transferability:

SFU - HUM 150 = HUM (3)

UVic - HUM 150 = Phi (1.5) 100 level

Offered: TBA

interdisciplinary studies

IDST 100 Human Rights and Canadian Society: Multidisciplinary Perspectives

3 credits

The 1982 patriation of Canada's constitution and the entrenchment of the Canadian Charter of Rights and Freedoms has set the stage for fundamental changes in Canadian society. This course is designed to offer a comprehensive introduction to the Charter of Rights and Freedoms, and more generally, to human rights as an important moral concern. Human rights and civil liberties will be discussed in relation to selected occupational

areas and workplace experiences, and also with respect to broader community, national and international questions.

Prerequisite: none

Lecture: 4 hours

Transferability:

SFU - IDST 100 = G.E. Social Science (3)

UBC - IDST 100 = no credit

UVic - IDST 100 = SoSc (1.5) 100 level

Offered: TBA

japanese

(For other related courses see Modern Languages section)

JAPN 190 Language and Culture Study Tour to Japan

3 credits

An intensive course for students wishing to study basic Japanese and the cultural background of Japan. This

course includes classroom instruction, language lab drills, field trips and culture seminars. For two out of four weeks students are billeted in Japanese families.

Prerequisite: None

Lecture: 45 hours; Lab: 10 hours; Field experience: 32 hours; Student Directed Learning: 40 hours

No transfer credit

Offered: Summer

library

LIB 111 Skills for College Library Research

1.5 credits

In this seven-week course, students will be introduced to library use and basic research skills. Students will learn to access library resources through the catalogue and indexes, and to locate and use books, periodicals, newspapers, audio-visual materials and other library resources.

Prerequisite: None

Lecture: 1 hr/wk

Laboratory: 2 hrs/wk; Seminar: 1 hr/wk

No transfer credit

Offered: Fall and Spring

LIB 113 Basic Reference Skills

1.5 credits

This course will present basic reference sources and attempt to develop efficient searching methods. It will be particularly useful for library workers, students, businessmen and others who deal regularly with informational questions.

Prerequisite: None

Lecture: 2; Laboratory: 1; Student Directed Learning: 1

No transfer credit

Not offered 1990/91

long term care aide

These courses are only for those students enrolled in Long Term Care Aide program.

LTC 140 Long Term Care Aide Theory (11 weeks) 4 credits

LTC 140 provides the basic theory necessary for L.T.C. Aides to assist with the maintenance and/or re-establishment of normal need patterns for the adult and elderly resident in extended care-type settings.

Prerequisite: None Lecture: 6; Other: 4
No transfer credit Offered: Fall and Spring

LTC 141 Long Term Care Aide Practice for Access Program 2 credits

This course is designed to meet the needs of the Home Support Worker Access student. This nine-week course will provide the student with an opportunity to provide supervised care for adult and elderly residents in extended care facilities in the community.

Prerequisite: HS 149
Laboratory: 4; Clinical Experience: 5
No transfer credit Offered: Fall and Spring

LTC 142 Long Term Care Aide Practice 5.5 credits

This 11-week course presents the Long Term Care Aide student with an opportunity to provide supervised care

for the adults and aged residents in selected long term care facilities in the community. When this course is used for upgrading purpose, the time may be shortened by three weeks.

Prerequisite: None Corequisite: LTC 140, HS 140
Laboratory: 6; Clinical Experience: 14
No transfer credit Offered: Fall and Spring

LTC 143 Long Term Care Aide Practicum 3 credits

LTC 143 provides nursing aide students with an opportunity to work with a health care team during all shifts in a selected Extended Care Unit in the community.

Prerequisite: LTC 140, 142 and HS 140
Clinical Experience: 35.5
No transfer credit Offered: Fall and Spring

LTC 150 Long Term Care Aide Theory (Access) 1.5 credits

This course is designed to meet the needs of the Home Support Worker Access student. This is a nine-week course which provides the basic theory necessary for the student to assist with the maintenance and or re-establishment of normal need patterns for the adults and elderly resident in long term care facilities.

Prerequisite: None Lecture: 3
No transfer credit Offered: Fall and Spring

marketing

MRK 120 Basic Marketing 3 credits

A descriptive survey of basic Canadian marketing functions and institutions, such as distribution channels, merchandising, and sales promotion of products for industrial and consumer markets.

Prerequisites: Math 11 (Algebra 11) or Instructor Permission
Lecture: 3; Seminar: 1
No transfer credit Offered: Fall and Spring

MRK 290 Consumer Behaviour 3 credits

This course analyzes the behaviour that consumers display in searching for, purchasing, using and evaluating products, services and ideas which they expect will satisfy their needs. This will be accomplished by the examination of the decision-making process involved in the allocation of resources to consumption-related items.

Prerequisite: MRK 120 Lecture: 2; Seminar: 2
No transfer credit Offered: Spring

MRK 350 Personal Selling 3 credits

This course focuses on the theoretical and practical techniques used in selling goods and services. Emphasis is given to developing practical skills in presenting consumer and industrial goods to prospective buyers. Some attention is devoted to the art of persuasion as a life-skill.

Prerequisite: None Lecture: 2; Seminar: 2
No transfer credit Offered: Fall and Spring

MRK 375 Retailing and Merchandising 3 credits

This course deals with the many facets of retailing and merchandising such as location analysis, trading area analysis, stock planning, buying of merchandise, promotion and inventory control. Both large and small scale retailing and merchandising situations, retail strategies, present trends, etc., will be discussed.

Prerequisite: MRK 120 or Instructor Permission
Lecture: 2; Seminar: 2
No transfer credit Offered: Fall

MRK 390 Marketing Management 3 credits

This course is an advanced study of the marketing function. Emphasis is placed on the analysis and solution of business problems. Special attention is given to planning, organization and control strategies.

Prerequisite: MRK 120 or Instructor Permission

Lecture: 2; Seminar: 2;

No transfer credit

Offered: Fall

MRK 391 Marketing Research 3 credits

A detailed study of the objectives, principles and methods of marketing research. Content will include the problem statement, research and questionnaire design, picking the sample, and planning a market research program.

Prerequisite: MRK 120

Lecture: 2; Seminar: 2

No transfer credit

Offered: Fall

MRK 401 Advertising 3 credits

This course is concerned with promotion, especially the form of promotion known as advertising. As well as covering the advertising process from the standpoint of the firm, this course will cover the nature and process of communication and examine the impact of advertising

on the consumer.

Prerequisite: MRK 120

No transfer credit

Lecture: 2; Seminar: 2

Offered: Spring

MRK 410 Sales Management 3 credits

This is a comprehensive course in sales management principles and methods featuring allocation of priorities to the company's sales objectives and responsibilities; formulation of sales policy; tasks of planning, organizing, staffing and controlling the work of the field sales force.

Prerequisite: MRK 120 or Instructor Permission

Lecture: 4

No transfer credit

Offered: Spring

MRK 483 Marketing Practicum 3 credits

A directed studies program where students work on practical marketing assignments. Students will develop the framework for the assignment, gather the necessary data, and summarize their findings and recommendations in a final report.

Prerequisite: MRK 390 and MRK 391

Seminar: 2; Student Directed Learning: 2

No transfer credit

Offered: Spring

mathematics

Students must bring a copy of their transcript(s) to registration as proof of prerequisite course requirements. Transcripts on file in the Office of the Registrar will not be released or photocopied.

Many university departments require credits in mathematics at the first year or second year level for admission to certain upper-division courses. Students are therefore urged to consult the appropriate calendars or a mathematics instructor at Douglas for details of specific mathematics requirements.

There are two ways of meeting the course prerequisites of the mathematics courses offered at Douglas College:

- 1) by obtaining a C grade or better in the specified Douglas College prerequisite course;
- 2) by obtaining the stated grade or better in the specified B.C. Algebra course;

University Transfer

Students who intend to transfer to SFU, UBC, or UVic are advised to obtain the transfer guide of the receiving institution to determine course equivalencies. Students are also encouraged to consult the calendar of the respective receiving university to establish individual prerequisites for Math courses.

See the course descriptions below for the various course prerequisites.

The following table outlines the sequence of courses you should take at Douglas College to meet the stated objectives, depending on the grades achieved in mathematics at high school.

B.C. High School	Objective	Enroll as Follows
Math 12 (Algebra 12) - A or B	UBC 100/10	MAT 120
	SFU 151/152	MAT 220
Math 11 (Algebra 11) - A or B	SAME	MAT 105
Plus Math 12 (Algebra 12) - C		MAT 120
		MAT 220
Math 11 (Algebra 11) - C	SAME	MAT 103
		MAT 105
		MAT 120
		MAT 220
Math 11 (Algebra 11) - A or B	UBC 140/141	MAT 250
Plus Math 12 (Algebra 12) - C	SFU 157/158	MAT 450
Math 11 (Algebra 11) - C	SAME	MAT 103
		MAT 250
		MAT 450
Math 11 (Algebra 11) - A or B	UBC 111	MAT 105
		MAT 120
Math 11 (Algebra 11) - C	SAME	MAT 103
		MAT 105
		MAT 120

Note: Students who have completed only Introductory Math 11 should contact the DVST discipline for ASSESSMENT.

MAT 102 Introductory Algebra and Geometry**3 credits**

A one semester course for those students who have never studied algebra or who have not studied mathematics for a number of years. Prepares students for career or technical programs requiring minimal mathematical skills, and for MAT 103.

Prerequisite: None

Lecture: 4

No transfer credit

Not offered 1990/91

MAT 103 Intermediate Algebra**3 credits**

A one semester course for those students who need to improve their knowledge of algebra. The course begins with a comprehensive review of the fundamentals of algebra: factoring, rules of exponents, simplifying expressions and solving equations and inequalities. It introduces the student to functions and relations and their graphs. Emphasis is placed on the study of conics and linear, quadratic, exponential and logarithmic functions.

Prerequisite: MAT 102 or a C grade or better in Math 11 (Algebra 11)

Lecture: 4

Transferability:

SFU - MAT 103 = no transfer credit

UBC - MAT 103 = no transfer credit

UVic - MAT 103/105 = Math 012 (0)

Offered: Fall and Spring

MAT 104 Algebra Geometry and Trigonometry**5 credits**

An intensive review of algebra, geometry and trigonometry. Primarily for students in the BCIT pre-tech. program, this course includes all of MAT 102 and most of MAT 103 and some additional topics in trigonometry from MAT 105.

Prerequisite: Math 11 (Algebra 11)

Lecture: 4

Problem Sessions: 3

No university transfer credit Offered: Spring

MAT 105 Algebra and Trigonometry**3 credits**

A one semester course for those students who wish to prepare for MAT 120. It continues the study of functions and their graphs initiated in MAT 103. Emphasis is placed on the study of polynomial, rational, circular, trigonometric, logarithmic and exponential functions. The solving of equations, systems of equations and inequalities, the factor/remainder theorems, trigonometry and applications of the discriminant are studied.

Prerequisite: MAT 103 or a B grade or better in Math 11 (Algebra 11) and a C grade or better in Math 12 (Algebra 12).

Lecture: 4

Transferability:

SFU - MAT 105 = Math 100 (3)

UBC - MAT 105/120 = Math 111 (3)

(Note: Math 111 carries 1.5 units only for Science programs)

UVic - MAT 103/105 = Math 012 (0)

Offered: Fall and Spring

MAT 120 Calculus**3 credits**

This is an introductory calculus course primarily for science students. Differentiation and Integration of polynomial and algebraic functions will be covered. Applications will include graphing, maxima and minima, simple area, volume, arc length, rectilinear motion, related rates, and work.

Prerequisite: MAT 105 or a B grade or better in Math 12 (Algebra 12)

Lecture: 4

Transferability:

SFU - MAT 120 = Math (3)

MAT 120/220 = Math 151, 152 (6)

UBC - MAT 105/220 = Math 111 (3)

MAT 120/220 = Math 100/101 (3)

UVic - MAT 120 = Math 100 (1.5)

Students must transfer MAT 120/220 as a package to SFU and UBC.

Offered: Fall and Spring

MAT 131 Vectors and Matrices**2 credits**

An elementary introduction to vector spaces, matrices and determinants, with applications to the solution of simultaneous equations. This course must be taken in first year by students who plan to take mathematics beyond the first year.

Prerequisite: MAT 120

Lecture: 2

Transferability:

SFU - MAT 131 = Math (1) or

MAT 131/231 = Math 232 (3)

UBC - MAT 131/231 = Math 221 (1.5)

UVic - MAT 131/231 = Math 133 (1.5) and Math 100 level (5) OR MAT 231 = Math (1.5) 100 level

Not offered 1990/91

MAT 150 Finite Mathematics**3 credits**

The study of counting processes, including mathematical induction, binomial theorem, elementary sequences and series, combinatorics and elementary probability theory.

Prerequisite: MAT 103 or a C grade or better in Math 11 (Algebra 11)

Lecture: 4

Transferability:

SFU - MAT 150 = Math (3)

UBC - MAT 150/250 = Math 130 (3)

UVic - MAT 150 = Math 151 (1.5)

Not offered 1990/91

MAT 160 Introduction to Statistics 3 credits

An introductory course in descriptive statistics including such topics as sampling, probability, inference and hypothesis testing. It stresses an intuitive approach and does not involve mathematical proofs.

Prerequisite: MAT 105 or Instructor Permission

Lecture: 3; Tutorial: 1

Transferability:

SFU - MAT 160 = Stat 102 (3)

UBC - MAT 160 = Statistics 203 (1.5)

UVic - MAT 160 = Stat (1.5) 100 level

Offered: Spring (subject to demand)

MAT 220 Calculus 3 credits

Extends MAT 120 skills to the logarithmic, exponential and trigonometric functions: solution of problems in growth, decay and periodic motion; techniques of integration; polar co-ordinates, parametric equations; Taylor polynomials, sequences and series, and simple differential equations.

Prerequisite: MAT 120 Lecture: 4

Transferability:

SFU - MAT 220/120 = Math 151, 152 (6)

UBC - MAT 220/120 = Math 100, 101 (3)

UVic - MAT 220 = Math 101 (1.5)

Students must transfer MAT 120/220 as a package to SFU and UBC.

Offered: Fall and Spring

MAT 231 Linear Algebra 2 credits

A continuation of MAT 131, presenting vector spaces other than IRN and developing the idea of an abstract vector space. Linear transformations and their eigenvectors. Isomorphism.

Prerequisite: MAT 131 Lecture: 2

Transferability:

SFU - MAT 231 = Math (1) or

MAT 231/131 = Math 232 (3)

UBC - MAT 231/131 = Math 221 (1.5)

UVic - MAT 131/231 = Math 133 (1.5) and Math (1.5)

100 level OR MAT 231 = Math (1) 100 level

Not offered 1990/91

MAT 232 Linear Algebra 3 credits

Vectors and matrices, solutions of linear systems, geometric applications and abstract vector spaces. Isomorphism, linear transformations and their eigenvectors, and determinants. This course combines MAT 131 and MAT 231. No credit will be given to students who have completed MAT 131 and 231.

Prerequisite: MAT 120 Lecture: 4

Transferability:

SFU - MAT 232 = Math 232 (3)

UBC - MAT 232 = Math 221 (1.5)

UVic - MAT 232 = Math 210 (1.5)

Offered: Fall

MAT 250 Elements of Calculus with Applications 3 credits

A brief introduction to differential and integral calculus, linear programming, and matrix arithmetic, with emphasis on application in social sciences and commerce. With MAT 150 this course provides a broad introduction to the uses of mathematics in other than physical science.

Prerequisite: MAT 103 or a B grade or better in Math 12 (Algebra 12) and a C grade or better in Math 12 (Algebra 12).

Lecture: 3; Tutorial: 1

Transferability:

SFU - MAT 250 = Math 157 (3)

UBC - MAT 150/250 = Math 130 (3) or
MAT 250 = Math 140 (1.5)

CA - MAT 250 = Mathematics

UVic - MAT 250 = Math 102 (1.5)

Offered: Fall and Spring

MAT 321 Calculus 3 credits

Differential and integral calculus of functions of several variables.

Prerequisite: MAT 220 Corequisite: MAT 232

Lecture: 4

Transferability:

SFU - MAT 321 = Math 251 (3)

UBC - MAT 321 = Math 200 (1.5)

UVic - MAT 321 = Math 200 (1.5)

Offered: Fall (subject to demand)

MAT 350 Quantitative Methods 3 credits

Applications of mathematics to business and economics with emphasis on linear models. Includes linear equations, matrix methods, supply and demand, input-output models, linear macro-economic models, linear programming, linear difference equations and the theory of interest.

Prerequisite: MAT 150 (and MAT 250 preferred), or MAT 131 (and MAT 120 preferred)

Lecture: 4

Transferability:

SFU - MAT 350 = G.E. Bus. Math (3)

UBC - MAT 350 = no transfer credit

UVic - MAT 350 = Math (1.5) 200 level

MAT 350/450 = Math 240 (3) or 200 level (1.5)

Not offered 1990/91

MAT 421 Introduction to Differential Equations 3 credits

The theory of ordinary differential equations, their solution by quadrature, series and numerical/graphical methods, and a brief look at partial differential equations.

Prerequisite: MAT 231 and MAT 321, or B standing in MAT 131 and MAT 220

Lecture: 4

Transferability:

SFU - MAT 421 = Math 310 (3)

UBC - MAT 421 = Math 315 (1.5)

UVic - MAT 421 = Math 201 (1.5)

Offered: Spring (Subject to demand)

MAT 440 Potential Theory 3 credits

Potential theory examines the mathematics of the physical concept of potential energy, and develops a mathematical model of simple fluid flows and electromagnetic fields by applying the differential and integral calculus to the analysis of vector spaces.

Prerequisite: MAT 321

Corequisite: MAT 232

Lecture: 3; Seminar: 1

Transferability:

SFU - MAT 440 = Math 252 (3)

UBC - MAT 440 = Math 201 (1.5)

UVic - MAT 440 = Math (1.5) 200 level

Offered: Spring (Subject to demand)

MAT 450 Quantitative Methods 3 credits

Applications of mathematics to business and economics, with emphasis on non-linear models. Includes multivariate functions, probability theory, transformations of data, marginal analysis, Lagrange multipliers, utility theory, non-linear programming, method of least squares, and differential equations. Some topics are optional and may be omitted or included dependent on class interest.

Prerequisite: MAT 250 OR MAT 120/220

Lecture: 4

Transferability:

SFU - MAT 450 = Math 158 (3)

UBC - MAT 450 = Math 141 (1.5)

UVic - MAT 450 = Math (1.5) 200 level

MAT 250/450 = Math 210 (3)

Offered: Spring (Subject to demand)

modern languages

(Many Modern Languages courses have been renumbered. The old course number appears in parentheses.) All Modern Languages courses develop oral and written skills and introduce cultural aspects of the languages taught. Evaluation is based on daily work; therefore class attendance and participation are essential. In addition to class time, conversation sessions with language assistants are provided for small-group practice.

Regular Format

All Modern Languages (MODL) courses are designed as the first or second half of a two-semester unit. The second half should be taken immediately after the first to maintain continuity.

Courses consist of 4 hours of class instruction and 1 hour of conversation per week.

Accelerated Format

The accelerated format enables students to complete the work of two courses in one semester; therefore, the amount of work required and the number of credits obtained are doubled. Accelerated courses consist of 8 hours of class instruction and 2 hours of conversation per week.

Placement Test

All students taking a Modern Language course for the first time at Douglas College in a given language will be required to consult the Modern Languages Discipline for placement, which may include a short test. Place-

ment tests for Chinese, French, German, Japanese and Spanish are offered through the Arts & Humanities Department at specified times (office - Room 3600A). The assessment does not determine eligibility to enter Douglas College but is used to direct students to the courses which are best suited to their level. It is the student's responsibility to obtain a placement form from a MODL instructor prior to registration.

TESTS OR ASSESSMENT WILL NOT BE ADMINISTERED DURING REGISTRATION.

Students who have already taken a course in a given language at Douglas College and wish to continue in that language must bring their Douglas College transcript at registration to show that they passed the prerequisite course.

RETURNING LANGUAGE STUDENTS WILL NOT BE ABLE TO REGISTER IN A LANGUAGE COURSE WITHOUT THEIR TRANSCRIPT.

Further information about Modern Language placement may be obtained from either the Student Services Centre or the Arts and Humanities Department (527-5466).

Transferability

All Douglas College Modern Languages are transferable to SFU, UBC, and UVic unless otherwise stated. Both halves of a unit with the same title, for instance MODL 101 and MODL 102 (Basic French I and II) are required to obtain transfer credits at UBC and UVic.

Total credits in language courses transferable to SFU are limited. Students are advised to consult the SFU transfer guide.

Some universities do not accept challenge credits. Students are advised to check with the universities before applying for course challenge at Douglas College.

chinese

First Year College Level

MODL 191 Basic Mandarin I (Mandarin) 3 credits

MODL 192 Basic Mandarin II (Mandarin) 3 credits

french

Preparatory Level

MODL 101 (130) Basic French I 3 credits

MODL 102 (230) Basic French II 3 credits

MODL 101/102 (130-230) Basic French I and II
(Accelerated) 6 credits

MODL 103 (140) Basic French III 3 credits

MODL 104 (240) Basic French IV 3 credits

MODL 103/104 (140-240) Basic French III and IV
(Accelerated) 6 credits

First Year College Level

MODL 150 Intermediate French Conversation I 3 credits

MODL 250 Intermediate French Conversation II 3 credits

MODL 111 (141) Intermediate French I 3 credits

MODL 112 (241) Intermediate French II 3 credits

Second Year College Level

MODL 211 (341) Advanced French I 3 credits

MODL 212 (441) Advanced French II 3 credits

german

First Year College Level

MODL 131 (120) Basic German I 3 credits

MODL 132 (220) Basic German II 3 credits

Second Year College Level

MODL 231 (121) German Language I 3 credits

MODL 232 (221) German Language II 3 credits

japanese

First Year College Level

MODL 171 Basic Japanese I 3 credits

MODL 172 Basic Japanese II 3 credits

spanish

First Year College Level

MODL 151 (160) Basic Spanish I 6 credits

MODL 152 (260) Basic Spanish II 3 credits

MODL 151/152 (160/260) Basic Spanish I and II
(Accelerated) 6 credits

Second Year College Level

MODL 251/252 (360/460) Intermediate Spanish
I and II (Accelerated) 6 credits

chinese

First Year College Level

MODL 191 Basic Chinese I (Mandarin) **3 credits**

This course is designed for students who have little or no knowledge of Mandarin. It is aimed at developing basic oral and written communicative skills through the study of vocabulary, grammar and culture. Mandarin is used in class as much as possible.

Prerequisite: None Seminar: 4; Laboratory: 1
Transferability:

SFU - MODL 191 = Chin 100 (3)
UBC - MODL 191/192 = Chin 100 (3)
UVIC - MODL 191/192 = Chin 100 or 149 (3)
Offered: Fall - regular format

MODL 192 Basic Chinese II (Mandarin) **3 credits**

This course is designed for students who have some knowledge of Mandarin, or who have completed MODL 191. It is aimed at developing basic oral and written communicative skills through the study of vocabulary, grammar and culture. Mandarin is used in class as much as possible.

Prerequisite: MODL 191
Seminar: 4; Laboratory: 1
Transferability:

SFU - MODL 192 = Chin 101 (3)
UBC - MODL 191/192 = Chin 100 (3)
UVIC - MODL 191/192 = Chin 100 or 149 (3)
Offered: Spring - regular format

french

Preparatory French

MODL 101 (130) Basic French I **3 credits**

This course is designed for students with little or no French. It is aimed at developing basic oral and written skills. French is spoken in class as much as possible.

Prerequisite: None Seminar: 4; Laboratory: 1
Transferability:

SFU - MODL 101 = Fren (3)
UBC - MODL 101/102 = Fren 105 (3)
UVic - MODL 101/102 = Fren 100 (3)
Offered: Fall - accelerated format with MODL 102 and regular format
Spring - regular format

MODL 102 (230) Basic French II **3 credits**

This course is designed for students who have completed MODL 101 or equivalent. It is aimed at developing basic oral and written communicative skills. French is spoken in class as much as possible.

Prerequisite: MODL 101 or equivalent

Seminar: 4; Laboratory: 1

Transferability:

SFU - MODL 102 = Fren (3)
UBC - MODL 101/102 = Fren 105 (3)
UVic - MODL 101/102 = Fren 100 (3)
Offered: Fall - accelerated format with MODL 101 and regular format
Spring - regular format

MODL 103 (140) Basic French III **3 credits**

This course is designed for students who have completed French 11, or MODL 102, or equivalent. It is aimed at developing further basic oral and written com-

municative skills. French is spoken in class as much as possible.

Prerequisite: MODL 102 or equivalent

Seminar: 4; Laboratory: 1

Transferability:

SFU - MODL 103 = Fren (3)
UBC - MODL 103/104 = Fren 110 (3)
UVic - MODL 103/104 = Fren 160 (3)
Offered: Fall - regular format and accelerated format with MODL 104
Spring - accelerated format with MODL 104

MODL 104 (240) Basic French IV **3 credits**

This course is designed for students who have completed MODL 103 or equivalent. It is aimed at developing further basic oral and written communicative skills. French is spoken in class as much as possible.

Prerequisite: MODL 103 or equivalent

Seminar: 4; Laboratory: 1

Transferability:

SFU - MODL 104 = Fren (3)
UBC - MODL 301/401 = Fren 110 (3)
UVic - MODL 301/401 = Fren 160 (3)
Offered: Fall - accelerated format with MODL 103
Spring - accelerated format with MODL 103 and regular format

First Year College French

MODL 150 Intermediate French Conversation I **3 credits**

This course is designed for students who have completed French 12 or MODL 240 or equivalent. It is of particular interest to those who wish to develop their

fluency and confidence in speaking French. It is conducted entirely in French and offers special insights into the Francophone culture.

Prerequisite: French 12, MODL 104 or Instructor Permission

Seminar: 4; Conversation: 2

Transferability:

SFU - MODL 150 = See note on transferability

UBC - MODL 150/250 = Fren 115 (3)

UVic - MODL 150 = no transfer credit

Not offered 1990/91

MODL 250 Intermediate French Conversation II 3 credits

Continuation of the work done in MODL 150.

Prerequisite: MODL 150 or Instructor Permission

Seminar: 4; Conversation: 2

Transferability:

SFU - MODL 250 = See note on transferability

UBC - MODL 150/250 = Fren 115 (3)

UVic - MODL 250 = no transfer credit.

Not offered 1990/91

MODL 111 (141) Intermediate French I 3 credits

This course is designed for students who have completed French 12 or MODL 104. It builds on previously acquired skills, develops reading and writing skills, and provides an understanding of the Francophone culture.

Only French is spoken in class.

Prerequisite: French 12 or MODL 104

Seminar: 4; Laboratory: 1

Transferability:

SFU - MODL 111 = Fren (3)

UBC - MODL 111/112 = Fren 120 (3)

UVic - MODL 111/112 = Fren 180 (3)

Offered: Fall - regular format

Spring - accelerated format with MODL 112
and regular format

MODL 112 (241) Intermediate French II 3 credits

This course is designed for students who have completed MODL 111 or equivalent. It builds on previously acquired skills, develops reading and writing skills, and provides an understanding of the Francophone culture.

Only French is spoken in class.

Prerequisite: MODL 111 or equivalent

Seminar: 4; Laboratory: 1

Transferability:

SFU - MODL 112 = Fren (3)

UBC - MODL 111/112 = Fren 120 (3)

UVic - MODL 111/112 = Fren 180 (3)

Offered: Spring - regular format and accelerated format
with MODL 111

Second Year College French

MODL 211 (341) Advanced French I 3 credits

This course is designed for students who have completed MODL 112 or for French immersion students who have completed French 12 and have a good knowledge of French grammar. It is aimed at refining and strengthening the skills acquired in previous levels, particularly reading, writing and oral expression; and at providing a deeper understanding of the Francophone culture.

Prerequisite: MODL 112 or equivalent

Seminar: 4; Laboratory: 1

Transferability:

SFU - MODL 211 = Fren (3)

UBC - MODL 211/212 = Fren 202 (3)

UVic - MODL 211 = Pending

Offered: Fall - regular format

MODL 212 (441) Advanced French II 3 credits

This course is designed for students who have completed MODL 211 or for French immersion students who have completed French 12 and have a good knowledge of French grammar. It is aimed at refining and strengthening the skills acquired in previous levels, particularly reading, writing and oral expression; and at providing a deeper understanding of the Francophone culture through the works of Francophone writers.

Prerequisite: MODL 211 or equivalent

Seminar: 4; Laboratory: 1

Transferability:

SFU - MODL 212 = Fren (3)

UBC - MODL 211/212 = Fren 202 (3)

UVic - MODL 212 = Pending

Offered: Spring - regular format

german

First Year College German

MODL 131 (120) Basic German I 3 credits

This course is designed for students with little or no German. It is aimed at developing basic oral and written skills.

Prerequisite: None Seminar: 4; Laboratory: 1

Transferability:

SFU - MODL 131 = Germ (3)

UBC - MODL 131/132 = Germ 100 (3)

UVic - MODL 131/132 = Germ 100 (3)

Offered: Fall - regular format

MODL 132 (220) Basic German II 3 credits

This course is designed for students who have completed MODL 131 or equivalent. It is aimed at developing further basic oral and written skills. German is spoken in class as much as possible.

Prerequisite: MODL 131 or equivalent

Seminar: 4; Laboratory: 1

Transferability:

SFU - MODL 132 = Germ (3)

UBC - MODL 131/132 = Germ 100 (3)

UVic - MODL 131/132 = Germ 100 (3)

Offered: Spring - regular format

Second Year College German

MODL 231 (121) Intermediate German I 3 credits

The course is designed for students who have completed MODL 131 and 132. It builds on previously acquired

word skills, develops reading and writing skills, and provides an understanding of the culture aspects of Germany. German is spoken in class as much as possible.

Prerequisite: MODL 132 Seminar: 4; Laboratory: 1

Transferability:

SFU - MODL 231 = Germ (3)

UBC - MODL 231/232 = Germ 200 (3)

UVic - MODL 231/232 = Germ 200 (3)

A grade of C or higher must be obtained before credit will be granted.

Offered: Fall - regular format

MODL 232 (221) Intermediate German II 3 credits

This course is designed for students who have completed German 231. It builds on previously acquired word skills and develops reading and writing skills, and provides an understanding of the cultural aspects of Germany. German is spoken in class as much as possible.

Prerequisite: MODL 231 Seminar: 4; Laboratory: 1

Transferability:

SFU - MODL 232 = Germ (3)

UBC - MODL 231/232 = Germ 200 (3)

UVic - MODL 231/232 = Germ 200 (3)

A grade of C or higher must be obtained before credit will be granted.

Offered: Spring - regular format

japanese

First Year College Japanese

MODL 171 Basic Japanese I 3 credits

This course is designed for students who have little or no knowledge of Japanese. It is aimed at developing basic oral and written communicative skills through the study of vocabulary, grammar and culture. Japanese is spoken in class as much as possible.

Prerequisite: None Laboratory: 1; Seminar: 4

Transferability:

SFU - MODL 171 = G.E. Japanese (3)

UBC - MODL 171/172 = Japanese 102 (3)

UVIC - MODL 171/172 = Japanese 149 (3)

Offered: Fall - regular format

MODL 172 Basic Japanese II 3 credits

This course is designed for students who have some knowledge of Japanese or who have completed MODL 171. It is aimed at developing basic oral and written communicative skills through the study of vocabulary, grammar and culture. Japanese is spoken in class as much as possible.

Prerequisite: MODL 171 Seminar: 4; Laboratory: 1

Transferability:

SFU - MODL 172 = G.E. Japanese (3)

UBC - MODL 171/172 = Japanese 102 (3)

UVIC - MODL 171/172 = Japanese 100 or 149 (3)

Offered: Spring - regular format

spanish

First Year College Spanish

MODL 151 (160) Basic Spanish I 3 credits

This course is designed for students with little or no Spanish. It is aimed at developing basic oral and written skills. Spanish is spoken in class as much as possible.

Prerequisite: None Seminar: 4; Laboratory: 1

Transferability:

SFU - MODL 151 = Span (3)

UBC - MODL 151/152 = Span 100 (3)

UVic - MODL 151/152 = Span 100 (3)

Offered: Fall - accelerated format with MODL 152 and regular format

MODL 152 (260) Basic Spanish II 3 credits

This course is designed for students who have completed Spanish 11, MODL 151 or equivalent. It is aimed at developing further basic oral and written skills. Spanish is spoken in class as much as possible.

Prerequisite: MODL 151 or equivalent

Seminar: 4; Laboratory: 1

Transferability:

SFU - MODL 152 = Span (3)

UBC - MODL 151/152 = Span 100 (3)

UVic - MODL 151/152 = Span 100 (3)

Offered: Fall - accelerated format with MODL 151
Spring - regular format

Second Year College Spanish

MODL 251(360) Intermediate Spanish I 3 credits

This course is designed for students who have completed Spanish 12 or MODL 152. It builds on previously acquired word skills, develops reading and writing skills, and provides an understanding of the Hispanic culture. Only Spanish is spoken in class.

Prerequisite: Spanish 12 or MODL 152 or equivalent

Seminar: 4; Laboratory: 1

Transferability:

SFU - MODL 251 = Span (3)

UBC - MODL 251/252 = Span 200 (3)

UVic - MODL 251/252 = Span 200 (3)

Offered: Spring - accelerated format with MODL 252

MODL 252 (460) Intermediate Spanish II 3 credits

This course is designed for students who have completed Spanish 12 or MODL 251. It builds on previously acquired word skills and develops reading and writing skills, and provides an understanding of the Hispanic culture. Only Spanish is spoken in class.

Prerequisite: MODL 251 Seminar: 4; Laboratory: 1

Transferability:

SFU - MODL 252 = Span (3)

UBC - MODL 251/252 = Span 200 (3)

UVic - MODL 251/252 = Span (3) 200 level

Offered: Spring - accelerated format with MODL 251

linguistics

First Year College Linguistics

MODL 180 Introduction to Linguistics 3 credits

An introductory course in linguistics, studying and analyzing language from various aspects. Topics will include child language acquisition, animal languages, the social and political aspects of language, the history of languages, and theoretical linguistics (phonetics,

phonology, morphology, syntax and semantic.)

Prerequisite: None Lecture: 2; Seminar: 2

Transferability:

SFU - MODL 180 = Ling 100 (3)

UBC - MODL 180 = Ling (1.5)

UVic - MODL 180 = Ling 100A (1.5)

Offered: : Summer

music

MUS 100 Theory of Music I

3 credits

This course is a study of melody and cadential formulae based on various scalar and modal sources, simple four-part tonal music, phrase structure and two-part modal counterpoint. Concomitant aural, sight reading, and writing skills will be developed.

Prerequisite: B. Mus. entrance or permission of instructor

Lecture/Practice: 5

Transferability:

SFU - MUS 100 = Music (3)

UBC - MUS 100/200 = Music 100 + 101 (3)

UVic - MUS 100 = Music 100A (1)

Offered: Fall

MUS 101 Materials of Music I: Rudiments; Introduction to Harmony & Form

3 credits

The student will learn to read music and master musical rudiments as far as the first elements of harmony. Minimal musical experience and reading ability are required. Open to all students. Fall semester only.

Prerequisite: None

Lecture: 4

Transferability:

SFU - MUS 101 = Music (3)

UBC - MUS 101/104 = Music 103 (3)

UVic - MUS 101 = Music Ed 105 (1.5)

Offered: Fall

MUS 102 Basic Theory I

3 credits

The student will learn to read music and master musical rudiments which include elements of sound, pitch notation, duration of notes, and rhythmic notation. No previous knowledge of music is required. Open to all students, but priority will be given to full-time Certificate program students.

Prerequisite: None

Corequisite: MUS 103

Lecture: 4

Transferability:

SFU - MUS 102 = MUS (3)

Offered: Fall

MUS 103 Aural and Sight Singing Skills

3 credits

Students will learn basic skills for musicianship - sight singing, aural and rhythmic training. Open to all students, but priority will be given to full-time Certificate program students.

Prerequisite: None

Corequisite: MUS 102

Lecture/Practice: 3

Transferability:

SFU - MUS 103 = Music (3)

Offered: Fall

MUS 104 Aural and Sight Singing Skills

3 credits

Students will learn skills required in the hearing and sight singing of rudimentary elements in music, simple diatonic melodies and rhythms.

Prerequisite: Aptitude test

Corequisite: MUS 101

Lecture/Practice: 3

Transferability:

SFU - MUS 104 = Music (3)

UBC - MUS 104/101 = Music 103 (3)

UVic - MUS 104/204 = Music 170 (1)

Offered: Fall

MUS 120 History of Western Music I

3 credits

This course gives a broad survey of developments in style and form, from earliest known musical expression in the West to the present day, and a comprehensive study of medieval music from Gregorian chant to the Ars Nova. Emphasis is placed on the aural and visual analysis of representative music. Obligatory for transfer in Bachelor of Music

Prerequisite: B.Mus. entrance or permission of instructor

Corequisite: MUS 100

Lecture: 4

Transferability:

SFU - MUS 120 = Music History (3)

UBC - MUS 120/220 = Music 120/121 (3)

UVic - MUS 120/220 = Music 110 (3)

Offered: Fall

MUS 121 Style and Form in Western Music

3 credits

A study of style and form in Western music through representative compositions. Musical developments will be discussed also in relation to contemporary, concomitant trends in religion, the arts, economics, sociology, and technology. Students will work with scores but listening skills will be emphasized.

Prerequisite: None

Lecture: 4

Transferability:

SFU - MUS 121 = FPA 143 (3)

UBC - MUS 121/221 = pending

UVic - MUS 121/221 = Music 115 (3)

Offered: Fall

MUS 130 Concert Band I

1 credit

Students will study and perform music from all periods in this course and will be exposed to the problems met in the performance of band music with emphasis on rehearsal techniques.

Prerequisite: Royal Toronto Conservatory Grade 6 or equivalent or permission of instructor

Rehearsal: 4

Transferability:

SFU - MUS 130 = G.E. Mus Studio (1)

UBC - MUS 130/230 = Music 152 (1)

UVic - MUS 130/230 = Music 180 (1)

Offered: Fall and Spring

MUS 131 Jazz Band I

1 credit

In this course students study by performance, modern jazz, rock and popular music; instrumental techniques and improvisation and sight reading.

Prerequisite: Instructor Permission

Rehearsal: 4

Transferability:

SFU - MUS 131 = no transfer credit

UBC - MUS 131/231 = Music 164 (1)

UVic - MUS 131 = Music (0.5) 100 level

Offered: Fall and Spring

MUS 133 Beginning Instrumental Ensemble I

1 credit

Through the performance of appropriate music, the student will learn the basic skills of ensemble playing, including balance, intonation, phrasing, and dynamics. This course will be open to all students.

Prerequisite: None Laboratory: 2

Transferability:

SFU - MUS 133 = G.E. Music Studio (1)

Offered: Fall and Spring

MUS 140 College Chorus I

1 credit

In College Chorus students study and perform works from all periods requiring both small and large ensembles. Familiarization with conductor-performer relationship is stressed and exposure is given to problems in the performance of choral music, with emphasis on rehearsal techniques.

Prerequisite: B. MUS Entrance or Instructor Permission

Rehearsal: 4

Transferability:

SFU - MUS 140 = G.E. Music Studio (1)

UBC - MUS 140/240 = Music 153 (1) or 154 (1)

UVic - MUS 140/240 = Music 180 (1)

Offered: Fall and Spring

MUS 141 Beginning Choral Ensemble

1 credit

Through the performance of appropriate music, the student will learn the basic skills of ensemble singing, including vocal production, unison and part singing. Open to all students.

Prerequisite: None Rehearsal: 2

Transferability:

SFU - MUS 141 = G.E. Music Studio (1)

Offered: Fall and Spring

MUS 150 Private Lessons (Concentration)

2 credits

The interpretation and performance of repertoire, technical requirements, and sight reading will be studied on an individual basis. Open to B.Mus. students only.

Prerequisite: B.Mus. Program Entrance

Corequisites: MUS 130 or 140, 100, 120

Private Lesson: 1 hr.

Transferability:

SFU - MUS 150 = G.E. Music Studio (2)

UBC - MUS 150/250 = Music 182 (2)

UVic - MUS 150 = Music 140 (2)

or Music (1.5) 100 level

Offered: Fall and Spring

MUS 151 Private Lessons (Secondary)

1 credit

In a secondary field of performance, repertoire, technical requirements, sight reading, and other skills will be studied on an individual basis. Open only to B.Mus. students whose keyboard proficiency exceeds that of MUS 461.

Prerequisite: B.Mus. Program

Private Lesson: 1/2 hr.

Transferability:

SFU - MUS 151 = G.E. Music Studio (1)

UBC - MUS 151/251 = Music 171 (1)

UVic - MUS 151/251 = Music (1) 100 level

Offered: Fall and Spring

MUS 155 Individual Music Study (Keyboard) (1 hr)

3 credits

The interpretation and performance of keyboard repertoire, technical requirements, and sight reading will be studied on an individual basis. Open to Basic Musicianship Program students only.

Prerequisite: Basic Musicianship Program

Private Lesson: 1 hr

Transferability:

SFU - MUS 155 = G.E. Music Studio (1)

Offered: Fall and Spring

MUS 156 Individual Music Study (Instrumental and Vocal) (.5 hr.)

2 credits

The interpretation and performance of repertoire, technical requirements, and sight reading will be studied on an individual basis. Open to Basic Musicianship Program students only.

Prerequisite: Basic Musicianship Program

Private Lesson: 1/2 hr

Transferability:

SFU - MUS 156 = G.E. Music Studio (2)

Offered: Fall and Spring

MUS 160 Introductory Class Piano I 1 credit

A progressive study of learning to play the piano, for students who possess no previous experience. The course includes technique, keyboard harmony, sight reading, transposition, and the playing of appropriate repertoire. Open to full-time Certificate students only.

Prerequisite: None

Corequisites: MUS 102, 103 and MUS 133, or 141, 130 or 140

Lecture: 2; Laboratory: 2

Transferability:

SFU - MUS 156 = G.E. Music Studio (1)

Offered: Fall

MUS 161 Class Piano 1 credit

Piano repertoire, technical requirements, aural training, sight reading, accompaniment, improvisation and keyboard harmony are covered in this course. Available to majors in B.Mus. Program and to B.Ed. students.

Prerequisite: None Corequisite: MUS 100

Laboratory: 4

Transferability:

SFU - MUS 161 = G.E. Music Studio (1)

UBC - MUS 161/261 = Music 141

UVic - MUS 161/261 = Music (1) 100 level

Offered: Fall

MUS 163 Class Brass 2 credits

This course teaches techniques for effective teaching of instrumental music. Familiarization with peculiarities, tone production, and fingering techniques of all brass instruments (using treble and bass clefs) will be covered.

Prerequisite: None Laboratory: 3

Transferability:

SFU - MUS 163 = G.E. Music Studio (2)

UBC - MUS 163/164 = Music 112 (1)

UVic - MUS 163 = Music (1) 100 level

Offered: Fall

MUS 164 Class Percussion 2 credits

Students will receive instruction on snare drum, bass drum, cymbals, timpani, drum set, mallet and Latin American rhythm instruments in preparation for effective teaching of instrumental music. Maintenance, adjustment and notation of the above instruments will be covered.

Prerequisite: B. MUS Entrance or Instructor Permission

Laboratory: 3

Transferability:

SFU - MUS 164 = G.E. Music Studio (2)

UBC - MUS 163/164 = Music 112 (1)

UVic - MUS 164 = Music (1) 100 level

Offered: Spring

MUS 175 Kodaly Musicianship 1 credit

This course is designed to improve the student's musicianship using the techniques developed from the Kodaly Concept of Music Education. Students will learn to use solfège, folk song analysis, hand signs and rhythm names as aids to good musical reading and writing.

Prerequisite: B.Mus. entrance or Instructor Permission

Lecture: 2

Transferability:

SFU - MUS 175 = G.E. Music Studio (1)

UBC - MUS 175/275 = pending

UVic - MUS 175/275 = Music 170 (1)

Not offered 1990/91

MUS 200 Theory of Music II 3 credits

Theory of Western Music II is a study of tonal melody and harmony and related phrase, period and small formal structures. Principles of Baroque counterpoint will be introduced and concomitant aural, sight reading and writing skills will be developed.

Prerequisite: MUS 100 Lecture/Seminar: 5

Transferability:

SFU - MUS 200 = Music (3)

UBC - MUS 100/200 = Music 100 + 101 (3)

UVic - MUS 200 = Music 100B (1)

Offered: Spring

MUS 201 Materials of Music II: Elementary Harmony & Form 3 credits

In Basic Harmony students continue the study of diatonic four-part harmony beyond the foundations laid in MUS 101. Open as an elective to non-music majors.

Prerequisite: MUS 101 Corequisite: MUS 204

Lecture: 4

Transferability:

SFU - MUS 201 = Music (3)

UBC - MUS 201/204 = Music 104 (1.5)

UVic - MUS 201 = Music (1.5) 100 level

Offered: Spring

MUS 202 Basic Theory II 3 credits

The student will continue to learn the reading of music and the mastery of musical rudiments including rhythm, chord structure, transposition and score reading. In addition, the student will be introduced to basic elements of musical structure.

Prerequisite: MUS 102 Corequisite: MUS 203

Lecture: 4

Transferability:

SFU - MUS 202 = Mus (3)

Offered: Spring

MUS 203 Aural Skills and Sight Singing Skills 3 credits

Students will continue to develop aural, sight singing, and rhythmic skills.

Prerequisite: MUS 103 Co-requisite: MUS 202

Lecture: 3

Transferability:

SFU - MUS 203 = Mus (3)

Offered: Spring

MUS 204 Aural and Sight Singing Skills 3 credits

Students will continue to develop skills required in the hearing and sight singing of musical elements, melodies and rhythms.

Prerequisite: MUS 104 Corequisite: MUS 201

Lecture: 3

Transferability:

SFU - MUS 204 = Music (3)

UBC - MUS 204/201 = Music 104 (3)

UVic - MUS 104/204 = Music 170 (1)

Offered: Spring

MUS 220 History of Western Music II 3 credits

This course gives a comprehensive study of developments in style and form from the 14th century to the middle of the 17th century. Emphasis is placed on aural and visual analysis of representative music. Obligatory for transfer to B.Mus.

Prerequisite: MUS 120 or Instructor Permission

Corequisite: MUS 200 Lecture: 4

Transferability:

SFU - MUS 220 = Music Hist (3)

UBC - MUS 120/220 = Music 120 + 121 (3)

UVic - MUS 120/220 = Music 110 (3)

Offered: Spring

MUS 221 Style and Form in Western Music 3 credits

A continuation of the study of Western music through representative compositions. Musical developments will be discussed also in relation to contemporary, concomitant trends in religion, the arts, economics, sociology, and technology. Students will continue to work with scores but listening skills will be emphasized.

Prerequisite: MUS 121 Lecture: 4

Transferability:

SFU - MUS 221 = Music Hist (3)

UBC - MUS 121/221 = pending

UVic - MUS 121/221 = Music 15 (3)

Offered: Spring

MUS 230 Concert Band II 1 credit

Students will study and perform music from all periods in this course and will be exposed to the problems met in performance of band music, with emphasis on rehearsal techniques and conductor-performer relationship.

Prerequisite: MUS 130 Rehearsal: 4

Transferability:

SFU - MUS 230 = G.E. Music Studio (1)

UBC - MUS 130/230 = Music 152 (1)

UVic - MUS 130/230 = Music 180 (1)

Offered: Fall and Spring

MUS 231 Jazz Band II 1 credit

The student will continue to study by performance, modern jazz, rock and popular music, instrumental techniques, improvisation and sight reading, using study materials from varying sources.

Prerequisites: MUS 131 Rehearsal: 4

Transferability:

SFU - MUS 231 = no transfer credit

UBC - MUS 131/231 = Music 164 (1)

UVic - MUS 231 = Music (0.5) 100 level

Offered: Fall and Spring

MUS 233 Beginning Instrumental Ensemble II 1 credit

Through performance of appropriate music, the student will continue to learn the basic skills of ensemble playing including balance, intonation, phrasing and dynamics. This course is open to all students.

Prerequisite: MUS 133 Laboratory: 2;

Transferability:

SFU - MUS 233 = G.E. Mus Studio (1)

Offered: Fall and Spring

MUS 240 College Chorus II 1 credit

In College Chorus, members study and perform works from all periods requiring both large and small ensembles. Familiarization with conductor-performer relationships and exposure to problems in performance of choral music, with emphasis on rehearsal techniques are included.

Prerequisite: MUS 140 Rehearsal: 4

Transferability:

SFU - MUS 240 = G.E. Music Studio (1)

UBC - MUS 140/240 = Music 153 (1) or 154 (1)

UVic - MUS 140/240 = Music 180 (1)

Offered: Fall and Spring

MUS 241 Beginning Choral Ensemble II**1 credit**

Through the performance of appropriate music, the student will continue to learn the basic skills of ensemble playing including more complex part singing, intonation and balance.

Prerequisite: MUS 141 Rehearsal: 2

Transferability:

SFU - MUS 241 = G.E. Music Studio (1)

Offered: Fall and Spring

MUS 250 Private Lessons (Concentration)**2 credits**

The interpretation and performance of repertoire, technical requirements, and sight reading will be studied on an individual basis. Open to B.Mus students only.

Prerequisite: MUS 150

Corequisite: MUS 230 or 240, 200, 220

Private Lesson: 1 hr.

Transferability:

SFU - MUS 250 = G.E. Music Studio (2)

UBC - MUS 150/250 = Music 182 (2)

UVic - MUS 250 = Music 240 (2) or Music (1.5) 200 level

Offered: Fall and Spring

MUS 251 Private Lessons (Secondary)**1 credit**

In a secondary field of performance, repertoire, technical requirements, sight reading, and other skills will be studied on an individual basis.

Prerequisite: Mus 151 Private Lesson: 1/2 hr.

Transferability:

SFU - MUS 251 = G.E. - Music Studio (1)

UBC - MUS 151/251 = Music 171 (1)

UVic - MUS 151/251 = Music (1) 100 level

Offered: Fall and Spring

**MUS 255 Individual Music Study
(Keyboard) (1 hr)****3 credits**

The interpretation and performance of keyboard repertoire, technical requirements and sight reading will be studied on an individual basis. Open to Basic Musicianship Program students only.

Prerequisite: MUS 155 Private Lesson: 1 hr.

Transferability:

SFU - MUS 255 = G.E. Music Studio (1)

Offered: Fall and Spring

**MUS 256 Individual Music Study
(Instrumental and Vocal) (.5 hr)****2 credits**

The interpretation and performance of repertoire, technical requirements, and sight reading will be studied on an individual basis. Open to Basic Musicianship Program students only.

Prerequisite: MUS 156

Private Lesson: 1/2 hr.

Transferability:

SFU - MUS 256 = G.E. Music Studio (2)

Offered: Fall and Spring

MUS 260 Introductory Class Piano II**1 credit**

A continuing study of learning to play the piano, for students who have completed MUS 160. The course contains technique, sight reading, keyboard harmony, transposition, and the playing of appropriate repertoire. Open to full-time Certificate students only.

Prerequisite: MUS 160

Corequisite: MUS 202, 203 and MUS 233 or 241 or 230 or 240

Lecture: 2; Laboratory: 2

Transferability:

SFU - MUS 260 = G.E. Music Studio (1)

Offered: Spring

MUS 261 Class Piano**1 credit**

Piano repertoire, technical requirements, aural training, sight reading, accompaniment, improvisation and keyboard harmony are covered in this course. Available to majors in B.Mus. Program, and B.Ed. students.

Prerequisite: MUS 161

Corequisite: MUS 200

Laboratory: 4

Transferability:

SFU - MUS 261 = G.E. Music Studio (1)

UBC - MUS 161/261 = Music 141 (1)

UVic - MUS 161/261 = Music (1) 100 level

Offered: Spring

MUS 275 Kodaly Musicianship II**1 credit**

This course will continue the work started in MUS 175 of improving the student's musicianship using techniques developed from the Kodaly Concept of Music Education. Students will learn to use solfege, folk song analysis, hand signs and rhythm names as aids to good musical reading and writing.

Prerequisite: MUS 175

Lecture: 2

Transferability:

SFU - MUS 275 = Music Studio (1)

UBC - MUS 175/275 = pending

UVic - MUS 175/275 = Music 170 (1)

Not offered 1990/91

MUS 300 Theory of Music III**3 credits**

This course offers a study of more advanced Baroque contrapuntal techniques and forms, continued study of tonal harmony and more complex phrase structure and form. Concomitant aural, sight reading and writing skills will be developed.

Prerequisite: MUS 200

Lecture/Practice: 5

Transferability:

SFU - MUS 300 = Music (3)
 UBC - MUS 300/400 = Music 200 + 201 (3)
 UVic - MUS 300/400 = Music (3) 200 level
 Offered: Fall

MUS 320 History of Western Music III**3 credits**

A comprehensive study of developments in style and form from the last half of the seventeenth century to the end of the eighteenth. Emphasis is on aural and visual analysis of representative music. Obligatory in university transfer program in music. Instructor Permission is required for those wishing to take course as elective.

Prerequisite: MUS 220 or Instructor Permission

Corequisite: MUS 300 Lecture: 4

Transferability:

SFU - MUS 320 = G.E. Music Hist (3)
 UBC - MUS 320/420 = Music 220 + 221 (3)
 UVic - MUS 320/420 = Music (3) 200 level
 Offered: Fall

MUS 330 Concert Band III**1 credit**

Students in this course study and perform music from all periods and become exposed to the problems met in performance of band music with emphasis on rehearsal techniques and the conductor-performer relationship.

Prerequisite: MUS 230 Rehearsal: 4

Transferability:

SFU - MUS 330 = G.E. Music Studio (1)
 UBC - MUS 330/430 = Music 152 (1)
 UVic - MUS 330/430 = Music 280 (1)
 Offered: Fall and Spring

MUS 331 Jazz Band III**1 credit**

In Stage Band students study by performance, modern jazz, rock and popular music; instrumental techniques and improvisation and sight reading, using study materials from various sources.

Prerequisite: MUS 231 Rehearsal: 4

Transferability:

SFU - MUS 331 = no transfer credit
 UBC - MUS 331/431 = Music 164 (1)
 UVic - MUS 331 = Music (0.5) 100 level
 Offered: Fall and Spring

MUS 340 College Chorus III**1 credit**

In College Chorus, members study and perform works from all periods requiring both small and large ensembles. Familiarization with conductor-performer relationships is emphasized and exposure is given to problems of choral music, with emphasis on rehearsal techniques.

Prerequisite: MUS 240 Rehearsal: 4

Transferability:

SFU - MUS 340 = G.E. Music Studio (1)
 UBC - MUS 340/440 = Music 153 (1) or 154 (1)
 UVic - MUS 340/440 = Music 280 (1)
 Offered: Fall and Spring

**MUS 350 Private Lessons
(Concentration)****2 credits**

The interpretation and performance of repertoire, technical requirements, and sight reading will be studied on an individual basis. Open to B.Mus. students only.

Prerequisite: MUS 250 Private Lesson: 1 hr.

Transferability:

SFU - MUS 350 = G.E. Music Studio (2)
 UBC - MUS 350/450 = Music 282 (2)
 UVic - MUS 350 = Music 340 (2) or Music (1.5) 300
 Offered: Fall and Spring

MUS 351 Private Lessons (Secondary) 1 credit

In a secondary field of performance, repertoire, technical requirements, sight reading, and other skills will be studied on an individual basis.

Prerequisite: MUS 251 Private Lesson: 1/2 hr.

Transferability:

SFU - MUS 351 = G.E. Music Studio (1)
 UBC - MUS 351/451 = Music 271 (1)
 UVic - MUS 351/451 = Music (1) 200 level
 Offered: Fall and Spring

MUS 361 Class Piano**1 credit**

Piano repertoire, technical requirements, aural training, sight reading, accompaniment, improvisation and keyboard harmony are covered in this course. Available to majors in B.Mus. Program, and to B.Ed. students.

Prerequisite: MUS 261 Corequisite: MUS 300

Laboratory: 4

Transferability:

SFU - MUS 361 = G.E. Music Studio (1)
 UBC - MUS 361/461 = Music 244 (1)
 UVic - MUS 361/461 = Music (1) 200 level
 Offered: Fall

MUS 400 Theory of Music IV**3 credits**

This course studies chromatic harmony, the extension of the tonal system and more advanced formal structures. Concomitant aural, sight reading and writing skills will be developed.

Prerequisite: MUS 300 Lecture/Practice: 5

Transferability:

SFU - MUS 400 = Music (3)
 UBC - MUS 300/400 = Music 200 + 201 (3)
 UVic - MUS 300/400 = Music (3) 200 level
 Offered: Spring

MUS 420 History of Western Music IV 3 credits

Developments in style and form of Western music from Haydn to Schoenberg are covered in this course. Obligatory for students in B.Mus. (General) university transfer program and optional for students majoring in music education. Instructor Permission is required for those wishing to take this course as an elective.

Prerequisite: MUS 320 or Instructor Permission

Corequisite: MUS 400

Lecture: 4

Transferability:

SFU - MUS 320 = Music Hist (3)

UBC - MUS 320/420 = Music 220 + 221 (3)

UVic - MUS 320/420 = Music (3) 200 level

Offered: Spring

MUS 430 Concert Band IV 1 credit

In this course, students study and perform music from all periods and become exposed to the problems met in performance of band music, with emphasis on rehearsal techniques and conductor-performer relationship.

Prerequisite: MUS 330 Rehearsal: 4

Transferability:

SFU - MUS 430 = G.E. Music Studio (1)

UBC - MUS 330/430 = Music 152 (1)

UVic - MUS 330/430 = Music 280 (1)

Offered: Fall and Spring

MUS 431 Jazz Band IV 1 credit

In this course students study by performance, modern jazz, rock, and popular music; instrumental techniques and improvisation and sight reading, using study materials from various sources.

Prerequisite: MUS 331 Rehearsal: 4

Transferability:

SFU - MUS 431 = no transfer credit

UBC - MUS 331/431 = Music 164 (1)

UVic - MUS 431 = Music (0.5) 100 level

Offered: Fall and Spring

MUS 440 College Chorus IV 1 credit

In College Chorus members study and perform works from all periods requiring both small and large ensembles. Familiarization with conductor-performer relationships is emphasized and exposure is given to problems in performance of choral music, with emphasis on rehearsal techniques.

Prerequisite: MUS 340 Rehearsal: 4

Transferability:

SFU - MUS 440 = G.E. Music Studio (1)

UBC - MUS 340/440 = Music 153 (1) or 154 (1)

UVic - MUS 340/440 = Music 280 (1)

Offered: Fall and Spring

MUS450 Private Lessons (Concentration) 2 credits

The interpretation and performance of repertoire, technical requirements, and sight reading will be studied on an individual basis. Open to B.Mus students only.

Prerequisite: MUS 350

Corequisite: MUS 430 or 440, 400, 420

Private Lesson: 1 hr.

Transferability:

SFU - MUS 450 = G.E. Music Studio (1)

UBC - MUS 350/450 = Music 282 (2)

UVic - MUS 450 = Music 240 (2) or (1.5) 200 level

Offered: Fall and Spring

MUS 451 Private Lessons (Secondary) 1 credit

In a secondary field of performance, repertoire, technical requirements, sight reading, and other skills will be studied on an individual basis.

Prerequisite: MUS 351 Private Lesson: 1/2 hr.

Transferability:

SFU - MUS 451 = G.E. Music Studio (1)

UBC - MUS 351/451 = Music 271 (1)

UVic - MUS 351/451 = Music (1) 200 level

Offered: Fall and Spring

MUS 461 Class Piano 1 credit

Piano repertoire, technical requirements, aural training, sight reading, accompaniment, improvisation and keyboard harmony are covered in this course. Available to majors in B.Mus. Program and to B.Ed. students.

Prerequisite: MUS 361 Corequisite: MUS 400

Laboratory: 4

Transferability:

SFU - MUS 461 = G.E. Music Studio (1)

UBC - MUS 361/461 = Music 241 (1)

UVic - MUS 361/461 = Music (1) 200 level

Offered: Spring

musical instrument/ repair construction

MIR 110 Stringed Instrument Repair 9 credits

This course covers areas of advanced knowledge and skills required to operate a successful stringed instrument repair service and involves theoretical study, practical application and refinement of manual and diagnostic skills.

Prerequisite: None

Lecture: 12 hrs/wk; Lab: 9 hrs/wk; Shop: 6 hrs/wk: 27 hrs/wk to completion.

No transfer credit

Offered: TBA

MIR 120 Stringed Instrument Reconditioning and Refinishing 9 credits

This course covers areas of knowledge and skills required to successfully repair bridges, soundboards, soundboxes, and heads of stringed instruments. Practical application, theoretical study, and refinement of manual and diagnostic skills.

Prerequisite: MIR 110

Lecture: 12 hrs/wk; Lab: 9 hrs/wk; Shop: 6 hrs/wk: 27 hrs/wk to completion.

No transfer credit

Offered: TBA

MIR 130 Stringed Instrument Rebuilding and Modification 9 credits

The course covers areas of knowledge and skills required to successfully finish and touch up instruments of the violin family and the electric guitar.

Prerequisite: MIR 110, MIR 120

Lecture: 12 hrs/wk; Lab: 9 hrs/wk; Shop: 6 hrs/wk: 27 hrs/wk to completion.

No transfer credit

Offered: TBA

MIC 210 Introductory Shop and Procedures 3 credits

This introductory course covers the history of the guitar from 16th century to its modern-day variations as well as the types of wood used in guitar construction. It also covers the organization and layout of the shop with respect to lighting, workbench design, and safety considerations. Students construct jigs, templates and moulds in preparation for the construction of a guitar.

Prerequisite: None

Corequisite: MIC 220/MIC 230

Lecture: 2 hrs/wk for 30 wks

No transfer credit

Offered: TBA

MIC 220 Component Construction and Assembly 12 credits

The theory of acoustics relative to the guitar will be studied and discussed. These theories will then be applied in the construction of the main components of a guitar; the soundboard back and sides, and neck, head and heel, followed by the assembly of these components into a mould. After removal from the mould, the guitar assembly is in its primary stage.

Prerequisite: None

Corequisite: MIC 210/MIC 230

Shop: 14 hrs/wk for 30 wks

No transfer credit

Offered: TBA

MIC 230 Finishing and Completion 9 credits

This course starts with a guitar in its primary stage and continues through the finishing stages. These stages include trim work and purfling, completing the neck, and application of the lacquer. The final stage is attachment of the bridge and strings and completion of the final adjustments for playability.

Prerequisite: None

Corequisite: MIC 210/MIC 220

Shop: 10 hrs/wk for 30 weeks

No transfer credit

Offered: TBA

MIC 300 Advanced Guitar Construction 15 credits

This course covered the study and construction of more sophisticated types of guitars of both historical and contemporary design. These would range from the Renaissance Vihuela to Contemporary Classical Guitars and Jazz Guitars of American and French design.

Prerequisite: MIC 210, 220, 230

Shop: 21 hrs/wk for 20.5 weeks = 450 hrs. total

No transfer credit

Offered: TBA

MIC 400 Advanced Musical Instrument Construction 15 credits

This course covers the study and construction of stringed instruments outside of the family of the guitar — this would include the European Renaissance Lute and related stringed instruments — members of the harp family and the family of viols.

Prerequisite: MIC 210, 220, 230, 300

Shop: 21 hrs/wk for 20.5 weeks = 450 hrs. total

No transfer credit

Offered: TBA

nursing

First year general nursing

GNUR 100 Introductory Nursing Theory Adult/Elderly 4 Credits

This fundamental nursing theory course introduces the philosophy and model of the nursing program. The biopsychosocial health of adult and elderly people is described in terms of fulfilling nine basic human needs. Environmental factors which influence fulfilment of each need are identified. Commonly occurring patterns of behaviour associated with need fulfilment and non-fulfilment are outlined. Promotion of need fulfilment is introduced as well as basic nursing care practices for hospitalized adults and elderly. The student will apply the nursing process at a beginning level in application exercises.

Lecture: 80 hours per semester

GNUR 102 Nursing Theory; Pharmacology I 1.5 credits

The first of two courses, this introduction to the study of the nursing responsibilities related to medication administration emphasizes the application of basic mathematical skills in calculating drug dosage and intravenous flow rates. The legal implications of drug administration are outlined as well as the fundamentals of pharmacology. Selected categories of commonly prescribed medications are examined.

Lecture: 2

GNUR 103 Professional Nursing Interactions I 1.5 credits

This course is the first of a series of courses designed to give nursing students the knowledge and skills necessary to function in the acute care hospital setting, working within a nursing team and with other members of the health care team. It introduces basic communication strategies and techniques which nurses can use to facilitate positive nurse-patient interactions.

Lecture: 1; Seminar: 1

GNUR 110 Introductory Clinical Nursing Adult/Elderly 3 Credits

This clinical course will give students experience in providing safe, basic nursing care to adult and elderly patients on medical wards of acute care hospitals. Students will begin to use a nursing model as a basis for nursing practice. With direction from the instructor, students will apply the nursing process in selected patient care situations. Structured data collection tools will be used to guide the assessment of the biopsychosocial health of hospitalized patients.

Clinical: 12 (10 weeks)

GNUR 112 Nursing Psychomotor Skills I 2 credits

This laboratory course is designed to provide the nursing student with the knowledge and expertise to perform identified psychomotor skills in the clinical area. The skills included are those related to the basic nursing care of selected elderly or older adult patients in acute care medical settings whose physical and emotional status is relatively stable.

Lecture: 2; Lab: 2.5

GNUR 200 Basic Nursing Theory; Adult 4 credits

In this basic nursing theory course the steps of the nursing process are used to organize selected content relevant to providing nursing care to hospitalized adults experiencing commonly-occurring health problems affecting need fulfilment. A knowledge base is outlined for the nurse which describes associated environmental factors, characteristic patterns of behaviour, potential complications and medical management. Nursing care is emphasized related to assessing priority needs and reviewing standard care plans. Adaptation to individual needs is practised in application exercise.

Lecture: 74 hours per semester

GNUR 202 Nursing Theory; Pharmacology II 1.5 credits

The second course in pharmacology continues the study of the nursing responsibilities related to the administration of medications. The nurse's role in providing a chemically safe environment when giving drugs to hospitalized adults and elderly persons is discussed. The emphasis is on outlining a fundamental knowledge base for the nurse regarding the therapeutic use of commonly prescribed drugs.

Lecture: 2

GNUR 203 Professional Nursing Interactions II 1.5 credits

Course content builds on previously presented basic communication skills and concepts for nurses. Gazda's model of human relations development is used to describe communication strategies for nurses interacting with patients experiencing health problems. Professional issues related to the student's role in communicating within a health care team are outlined. The moral and legal rights of individuals using the health care system are described.

Lecture: 1; Seminar: 1

GNUR 210 Basic Clinical Nursing: Adult **4 credits**

In this clinical course, students will provide selected nursing care to adult patients on a surgical ward. They will anticipate and recognize patterns of behaviour and related environmental factors associated with specified commonly-occurring health problems and subsequent need nonfulfilment. Students will apply the nursing process with direction and supervision while providing routine preoperative and postoperative patient care within the nursing team.

Clinical: 14 hrs (11 weeks)

GNUR 212 Nursing Psychomotor Skills II **2 credits**

This laboratory course is designed to provide the nursing student with the knowledge and expertise to perform identified psychomotor skills in the clinical area. The skills included relate to the basic nursing care of selected adult patients with health problems requiring surgical intervention in an acute care hospital setting.

Lecture: 2; Lab: 2.5

GNUR 290 Introductory Nursing Theory and Psychomotor Skills - Access III **1 credit**

This course provides an overview of the Douglas College General Nursing program philosophy and model. It will include an introduction to N.A.N.D.A. terminology and its use as well as a review of application of the nursing process. Mathematics for calculation of medication dosages will be assessed. Selected psychomotor skills will be demonstrated and followed by practise to a predetermined level of competency. This course is designed for general nursing students enrolled in the Access III program.

GNUR 299 Introductory Nursing Theory and Psychomotor Skills - Access I **1 credit**

This course provides an overview of the Douglas College General Nursing program philosophy and model. It will include an introduction to N.A.N.D.A. terminology, its use as well as a review of application of the Nursing process. Selected psychomotor skills will be demonstrated and followed by practise to a predetermined level of competency. This course is designed for general nursing students enrolled in the Access I Program.

GNUR 301 Computers In Nursing **.5 credits**

This seven-week course designed for nursing students presents introductory theory and skills associated with developing computer literacy. Each student will have the opportunity to work with commonly-used application packages. Computer applications in health care set-

tings are discussed along with the associated professional issues affecting nurses.

Lecture/lab: 2 hrs/wk (7 weeks)

GNUR 303 Professional Nursing Interactions III **1.5 credits**

This 7 week course introduces the theory related to the teaching-learning process, obtaining a nursing history and group dynamics. The relevant communication skills will be practised in classroom activities.

Lecture: 4

NUR 305 Nursing Theory: Mother/Newborn **2.5 credits**

This 7 week course introduces the childbearing and neonatal periods with the focus on need fulfilment of the postpartum mother and newborn infant. Environmental factors and patterns of behaviour which influence need fulfilment throughout the childbearing and neonatal periods are identified. The student will study the nursing care of the well postpartum mother and newborn infant in a hospital setting and apply the nursing process for the promotion of need fulfilment in classroom application exercises. Selected commonly occurring health problems of the childbearing woman and newborn infant are introduced.

Lecture: 7; Lab: 1

GNUR 306 Nursing Theory: Children **3 credits**

In this 7 week paediatric nursing theory course, the steps of the nursing process are used to organize selected content relevant to providing nursing care to the hospitalized child experiencing commonly occurring health problems affecting need fulfilment. A knowledge base is outlined for the student which describes significant aspects of normal growth and development, associated environmental factors, characteristic patterns of behaviour, potential complications and medical management. Nursing care is emphasized care given.

Adaptation to an individual child's needs is practised in application exercises.

Lecture: 34 hrs; Lab: 14 hrs

Seminar: 14 hrs (7 weeks)

GNUR 307 Nursing Theory: Mental Health-Adult **3 credits**

This 7 week nursing theory course presents the role of the nurse in the hospital care of adults in acute psychiatric settings. A knowledge base is outlined for the student which builds on previous content mainly related to the needs for Perception and Meaning, Social Interaction and Self-Concept as well as content in the professional interactions courses. The focus is on the nursing care of individuals experiencing dysfunctional

behaviour patterns associated with commonly-occurring mental health problems. Therapeutic communication skills will be practised in application exercises.

Lecture: 48 hrs; Lab: 16 hrs (7 weeks)

GNUR 315 Clinical Nursing: Mother/Newborn **2.5 credits**

This clinical course is designed to provide students with experience in the provision of nursing care to postpartum mothers and newborns within the acute hospital environment. Under direct supervision, students will be introduced to the nursing care of the woman during the labour and delivery. Students will apply theory in maternity nursing and teaching and learning to selected childbearing situations and demonstrate integration of previous theory and skills.

Clinical: 15 hrs (7 weeks)

GNUR 316 Clinical Nursing: Children 2 credits

This clinical course is designed to provide students with experience in implementing nursing care for the child within a family in the acute care setting. When providing nursing care, students will adapt previous nursing theory and psychomotor skills to the nursing care of children as well as apply current theory and skills. The emphasis will be on the special assessment skills required for the nursing care of children of various ages.

Clinical: 15 hrs (6 weeks)

GNUR 317 Clinical Nursing: Mental Health-Adult 2 credits

This clinical course is designed to provide students with experience in applying nursing theory and skills in the care of selected adult patients in the acute psychiatric setting. Students will apply the nursing process and knowledge and skills acquired in previous and current nursing theory courses when caring for patients who are primarily experiencing need nonfulfillment with the needs for perception and meaning, social interaction and/or self-concept.

Clinical: 15 hrs (6 weeks)

GNUR 400 Intermediate Nursing Theory: Adult 3.5 credits

In this intermediate nursing theory course the steps of the nursing process are used to organize selected content relevant to providing nursing care to hospitalized adults experiencing commonly occurring health problems affecting need fulfillment. A knowledge base is outlined for the nurse which describes associated environment factors, characteristic patterns of behaviour, potential complications and medical management. Nursing care is emphasizes related to assessing priority needs and

reviewing standard care plans. Adaptation to individual needs and patient teaching is practised in application exercises.

Lecture: 72 hrs

GNUR 403 Professional Nursing Interactions IV 3 credits

The characteristics of a profession provide the framework for this overview of selected professional nursing issues. Historical perspectives of nursing are given. Discussion will include such topics as ethics and values, safety to practice, standards of practice, nursing models as a basis for practice, collegiality within the profession and patient advocacy.

Lecture: 4

GNUR 404 Professional Nursing Interactions IV 2 credits

In this clinical course, students will provide selected nursing care to adult patients on a surgical ward. They will anticipate and recognise patterns of behaviour and related environmental factors associated with commonly-occurring health problems and subsequent need nonfulfillment. Students will apply the nursing process with direction and supervision while providing routine preoperative and postoperative patient care within the nursing team.

Clinical: 14 hrs (11 weeks)

GNUR 410 Intermediate Clinical Nursing: Adult 4.5 credits

In this clinical course, students will provide selected nursing care for adult patients on either medical or surgical ward. They will learn to anticipate and distinguish patterns of behaviour and related environmental factors associated with commonly-occurring health problems and subsequent need nonfulfillment. Students will apply the nursing process more independently while providing patient care as a member of a nursing team.

Clinical: 15 hrs (12 weeks)

GNUR 412 Nursing Psychomotor Skills III 2 credits

This laboratory course is designed to provide the nursing student with the knowledge and expertise to perform identified psychomotor skills in the clinical area. The skills included relate to the nursing care of selected adult patients with health problems requiring surgical intervention or medical management in an acute care hospital setting. Simulated clinical situations are presented to practice psychomotor skills in the context of the nursing assessment of need fulfillment.

Lecture: 2; Lab: 2.5

GNUR 500 Advanced Nursing Theory: Adult 3 credits

This 7 week final nursing theory course addresses concepts relevant to the role of the graduate nurse in an acute care hospital setting. Three patient care studies are presented which involve the nursing care of adults experiencing health problems associated with complex need interrelationships. The emphasis is on integrating previous nursing theory with new knowledge to develop more advanced clinical problem-solving skills. Selected professional nursing issues will also be discussed.

Lecture: 8

GNUR 510 Advanced Clinical Nursing: Adult 3 credits

In this 7-week clinical course, students provide comprehensive nursing care to adult patients as a member of a nursing team on either a medical or a surgical ward opposite to the GNUR 410 assignment. With consultation, they are expected to integrate knowledge from previous theory, lab and clinical courses in the application of the nursing process.

Clinical: 15 hrs (7 weeks)

GNUR 611 Clinical Nursing Practicum 7 credits

This practicum is designed to provide an opportunity for the student to work full-time on a clinical area as a member of the nursing team. The student will have an opportunity to utilize all previous theory and skills to function in the role of a beginning graduate while still having daily contact with an instructor who can provide clarification of role and confirmation of appropriate nursing actions. The instructor is also available for a limited degree on ongoing guidance. The student will also practice leadership skills at a beginning level.

Practicum: 40 hrs

(Tentative offering subject to demand)

GNUR 620 Final Clinical Experience 12 credits

This final clinical course involves 12 weeks of full time experience as a member of nursing team on a medical or surgical ward. Under the guidance of an assigned Registered Nurse from the hospital, students gradually assume the responsibilities of the beginning graduate nurse. Students negotiate patient care assignments based on their identified learning needs. The instructor serves as a liaison and resource person to both students and hospital staff and has the final responsibility for student evaluation.

Clinical: 37.5 hrs

nursing psychiatric (first year)

These courses are only for those students enrolled in the Psychiatric Nursing program.

PNUR 100 Psychiatric Nursing Theory I: Introduction 2 credits

This course is designed to introduce the psychiatric nursing student to basic concepts of psychiatric nursing. An overview of the Psychiatric Nursing Program model and the nursing process will be presented. Psychosocial and biological human needs will be addressed. The chronically mentally ill will be discussed primarily in relation to psychosocial need non-fulfilment. The history of psychiatric nursing and the role of the psychiatric nurse will be discussed.

Lecture: 6

PNUR 102 Introductory Pharmacology 1 credit

This course introduces the psychiatric nursing student to the nurse's role and responsibilities in drug therapy. Included is an overview of definitions, principles of drug action, and legal aspects of medication administration. The major focus is the application of basic mathematical skills required to solve drug dosage problems.

Lecture: 2

PNUR 103 Psychiatric Nursing Interactions I 1.5 credits

This course is the first in a series designed to provide psychiatric nursing students with the facilitative communication skills required to function at a beginning level in a long term psychiatric setting. Practice sessions in simulated situations will assist in developing communication skills to interact with the chronically mentally ill, whose patterns of behaviour predominantly reflect psychosocial need non-fulfilment. Related professional issues are included.

Lecture: 4 hrs

PNUR 110 Psychiatric Nursing Clinical I: Introduction 1.5 credits

This introductory clinical course provides early socialization for psychiatric nursing students to the role of the Registered Psychiatric Nurse. Students have the opportunity to use beginning communication skills in interacting with individuals experiencing psychosocial need non-fulfilment in a community long term psychiatric setting. Students carry out selected psychomotor skills in the clinical area. The nursing process will be used at a beginning level.

Clinical: 9 hrs

PNUR 112 Psychomotor Skills 1 1 credit

This laboratory course provides the student with the knowledge and skill required to perform selected psychomotor skills safely in the clinical setting. Basic nursing skills related to assessment and activities of daily living are included.

Lecture: 2 hrs; Laboratory: 2 hrs; Other: (one to one) .5 hrs

**PNUR 200 Psychiatric Nursing Theory II:
Common Health Problems - Medical 3 credits**

This theory course introduces the psychiatric nursing student to the nursing care of adults of all ages with commonly occurring health problems in the medical setting. The theory includes the effects of biopsychosocial stressors on need fulfilment, and non-fulfilment, as manifested by identifiable patterns of behaviour. Students are expected to integrate knowledge related to establishing therapeutic relationships, patient teaching and growth and development.

Lecture: 4 hrs

PNUR 202 Pharmacology Of Commonly Prescribed Drugs 1.5 credits

In this second course in pharmacology, commonly prescribed medications are studied. Usual routes of administration, major actions, and side effects are identified for drug classifications and selected drugs. The role of the psychiatric nurse in drug administering is emphasized. Medications related to commonly occurring medical health problems are presented using the needs framework.

Lecture: 2 hrs

PNUR 203 Psychiatric Nursing Interactions II 3 credits

This course is the second in a series designed to provide psychiatric nursing students with communication skills to enable them to develop therapeutic relationships with patients in an acute medical setting. Documentation of patient's progress is emphasized. Practice sessions in simulated situations will assist in the development of communication skills using the facilitative and transition dimensions. Psychiatric nursing roles and functions, and the roles of other health team members are described. Professional issues related to patient's rights are introduced. The student's role in teaching and learning is included.

Lecture: 4 hrs

**PNUR 210 Psychiatric Nursing Clinical II:
Common Health Problems - Medical 4 credits**

This clinical course provides psychiatric nursing students with experience in providing nursing care for adults of all ages in an acute medical setting. Students will apply theory from previous and concurrent nursing, pharmacology, biology, and communication courses while using the nursing process. Students will carry out selected psychomotor skills in the clinical area.

Clinical: 12 hrs

PNUR 212 Psychomotor Skills II 2.5 credits

This laboratory course provides the student with the knowledge and skill required to perform selected psychomotor skills related to the nursing care of individuals in acute medical settings.

Lecture: 2 hrs; Lab: 2 hrs

**PNUR 300 Psychiatric Nursing Theory III:
Common Health Problems - Surgical 4 credits**

This theory course builds upon PNUR 200 to provide psychiatric nursing students with further knowledge required in a surgical setting to provide nursing care to adults with commonly occurring health problems. The theory includes the effect of biopsychosocial stressors on need fulfilment as manifested by patterns of behaviour. Students are expected to integrate knowledge related to establishing therapeutic relationships, patient teaching, and growth and development.

Lecture: 6 hrs

PNUR 303 Psychiatric Nursing Interactions III 1.5 credits

The course is the third in a series designed to provide psychiatric nursing students with communication skills to assist them in forming therapeutic relationships with patients in a surgical setting. Practice sessions, in simulated situations will assist in further skill development of the facilitative, transition and action dimensions of the Gazda communication model. Principles of teaching and learning are applied in nurse-patient situations related to operative care and discharge planning. Interviewing techniques are practised to enable the student to gather information. Selected psychiatric nursing strategies to facilitate patients' problem-solving abilities are discussed.

Lecture: 4 hrs

**PNUR 310 Psychiatric Nursing Clinical III:
Common Health Problems - Surgical
5 credits**

This clinical course builds upon PNUR 210 and provides psychiatric nursing students with further experience in providing nursing care for adults of all ages in surgical setting. Students will apply theory from previous and concurrent nursing, pharmacology, biology and communication courses while using the nursing process. Students will carry out selected psychomotor skills in the clinical area.

Clinical: 15 hrs

PNUR 312 Psychomotor Skills III 2.5 credits

This laboratory course is designed to provide the student with the knowledge and skill to perform selected psychomotor skills related to the surgical nursing care of individuals in acute care settings.

Lecture: 2 hrs; Laboratory: 2 hrs; Other: .5 hrs

nursing psychiatric (second year)

**PNUR 400 Psychiatric Nursing Theory IV:
Dysfunctional Patterns of Behaviour
5 credits**

This course focuses on the role of the psychiatric nurse in providing nursing care to adults in acute psychiatric settings. Content builds on previous program content with emphasis on dysfunctional psychosocial patterns of behaviour and associated disorders which affect need fulfilment. Treatment modalities, societal issues and related B.C. mental health resources are outlined. Professional roles and functions of the psychiatric nurse are examined.

Lecture: 6 hrs

**PNUR 403 Psychiatric Nursing Interactions IV
3 credits**

This course focuses on the development of therapeutic communication skills used in working with adult psychiatric patients in the nurse-patient relationship. Content and skills learned in earlier Psychiatric Nursing Interaction courses are built upon. The role of self-awareness and therapeutic use of self on the part of the psychiatric nurse and the therapeutic nurse-patient relationship is examined.

Lecture: 4 hrs

**PNUR 410 Psychiatric Nursing Clinical IV:
Dysfunctional Patterns of Behaviour
5 credits**

In this clinical course the student uses the nursing process to provide effective psychiatric nursing care in acute psychiatric settings for adult patients who are primarily experiencing psychosocial need non-fulfilment. Emphasis is placed on developing therapeutic relationships with individuals, applying psychiatric nursing theory and demonstrating advanced communication skills.

Clinical: 15 hrs

**PNUR 500 Psychiatric Nursing Theory Va:
Handicapping Conditions 2 credits**

This course focuses on the role of the psychiatric nurse in providing care to patients with selected handicapping conditions. Theory includes the effects of psychosocial stressors on need fulfilment as manifested by patterns of behaviour. Current and previous knowledge related to establishing therapeutic relationships, patient teaching, and growth and development is applied. The nurse's role in relation to legal/ethical issues, community resources and normalization is studied.

Lecture: 6 hrs

**PNUR 502 Psychiatric Nursing Theory Vb:
The Elderly 2 credits**

This course focuses on the psychiatric nursing care of the elderly. The theory includes the effects of biopsychosocial stressors as manifested by patterns of behaviour. Current and previous knowledge related to establishing therapeutic relationships, patient teaching, and growth and development is applied. The psychiatric nurse's role related to legal/ethical issues and community resources is studied.

Lecture: 6 hrs

**PNUR 503 Psychiatric Nursing Interactions V
3 credits**

This course focuses on the role of the psychiatric nurse in relation to groups. Theory of group dynamics and group process is presented. The student will develop beginning skills in planning, conducting and evaluating group activities for the elderly and those with handicapping conditions. Theory related to teaching and learning, growth and development, and patterns of behaviour is applied. Leadership styles, group member roles within the health team, as well as strategies to deal with problematic group member roles will be discussed.

Seminar: 4 hrs

**PNUR 504 Psychiatric Nursing Theory Vc:
The Chronically Mentally Ill** **2 credits**

The content in this course provides an introduction to psychiatric nursing in the community. Theory is presented related to individuals with chronic mental illness and their families. Legal and ethical issues as well as treatment resources in B.C. and current trends in care of the chronically mentally ill are described. Developmental tasks of the family are presented. Current physiological stressors such as tuberculosis and sexually transmitted diseases are discussed.

Lecture: 4 hrs

PNUR 506 Psychiatric Nursing Interactions VI **1.5 credits**

This course is designed to assist the student to integrate psychiatric nursing interactions knowledge and skills learned in previous semesters. The student is expected to consistently apply selected communication skills and strategies when intervening with the chronically mentally ill. Legal and ethical issues related to the care of the chronically mentally ill are introduced. Teaching-learning needs of the chronically mentally ill are explored.

Seminar: 4 hrs

**PNUR 510 Psychiatric Nursing Clinical V a:
Handicapping Conditions** **2.5 credits**

In this clinical course the student uses the nursing process to provide effective psychiatric nursing care for individuals with handicapping conditions in community and in-patient settings. Students are expected to apply knowledge of growth and development, teaching and learning, groups, normalization, therapeutic environment, and communication skills and theory to initiate, maintain, and terminate therapeutic relationships.

Clinical: 15 hrs

**PNUR 511 Psychiatric Nursing Clinical V b:
The Elderly** **2.5 credits**

In this clinical course the student uses the nursing process to provide psychiatric nursing care for elderly individuals in assessment, short stay, and long term care settings. Students are expected to apply psychiatric nursing theory incorporating concepts from gerontology and psychogeriatrics in caring for those with patterns of behaviour reflecting need non-fulfilment and complex health problems. Knowledge related to culture and ethnicity, group dynamics, growth and development, and communication skills and theory is applied.

Clinical: 15 hrs

PNUR 512 Psychomotor Skills IV **1 credit**

This laboratory course is designed as a series of complex care simulations which require problem solving and competent performance of selected psychomotor skills. The simulations are planned to provide a review of the skills that the student requires in the preceptorship.

Lecture: 2 hrs

**PNUR 514 Psychiatric Nursing Clinical V c:
The Chronically Mentally Ill** **2.5 credits**

In this clinical course the student uses the nursing process to provide psychiatric nursing care for chronically mentally ill individuals. Students are expected to apply psychiatric nursing theory incorporating concepts related to inpatient and community based care for those with dysfunctional patterns of behaviour associated with psychosocial need non-fulfilment. Students are also expected to apply knowledge related to group dynamics, growth and development, teaching and learning, and communication skills and theory.

PNUR 590 Psychiatric Nursing Issues **1.5 credits**

This course focuses on professional issues relevant to psychiatric nursing practice. Current issues that affect the profession such as trends in mental health care, legal and ethical concerns, change, conflict resolution and culture and ethnicity are examined in depth.

Lecture: 2 hrs

**PNUR 600 Advanced Psychiatric Nursing
Concepts** **3 credits**

This course prepares the student for a clinical preceptorship experience in a health care agency. Complex case study presentations are used to facilitate the integration of previous knowledge and skills. Typical organizational patterns, coordinating mechanisms, and quality control measures used in health care agencies are addressed. Principles of leadership including delegating and coordinating are included. A model for problem-solving and decision-making is reviewed. The principles of change theory are applied to clinical practice settings. The role of psychiatric nurses in a variety of practice settings and strategies for securing employment are discussed.

Lecture: 16 hrs

PNUR 610 Psychiatric Nursing Preceptorship **8 credits**

This clinical course is arranged as a preceptorship experience with placement in a variety of health care settings throughout the province. Students are expected to integrate knowledge and skills from previous semesters while functioning as full team members. Students as-

sume the workload and responsibilities of a graduate psychiatric nurse under the one-to-one direction of a practising nurse.

Clinical: 33.5 hrs

PNUR 700 Advanced Psychiatric Nursing Concepts 3 credits

This distance learning course discusses theory development in nursing and applies selected nursing models to psychiatric nursing practice. Service delivery systems, current trends and issues for professional psychiatric nursing practice are surveyed. Roles and functions of disciplines practising on the Mental Health Care team are reviewed. The interrelationship of the psychiatric nurse's professional identity and nursing theory and

concepts is explored.

Student Directed Learning: 10 hrs

PNUR 702 Community Concepts for Psychiatric Nursing Practice 3 credits

This distance learning course provides an overview of community from a systems theory perspective and in relationship to community mental health. Systems theory, key community and community mental health concepts will be addressed. The history of the evolution of mental health services will be included. There will be application of community concepts to client population by using selected assessment tools.

Student Directed Learning: 10 hrs

office administration

OADM 100 Keyboarding 2 credits

This is a preparatory course for those with little or no skill in typewriting. The student learns to keyboard and progresses to 25 words per minute in touch typing speed through instruction and practice on letter, number and symbol keys. The course will benefit any students who will be using computers.

Prerequisite: None

Lecture: 4; Laboratory: 6 (5 weeks)

No transfer credit Offered: Fall and Spring

OADM 101 Keyboarding Applications I 2 credits

This five-week course emphasizes development of key-boarding speed and accuracy. The student learns to format basic business correspondence, reports, tables and forms.

Prerequisite: Typing speed of 25 net wpm.

Lecture: 4; Laboratory: 6 (5 weeks)

No transfer credit Offered: Fall and Spring

OADM 105 Introduction to Microcomputers 1 credit

This course will provide the student with a basic working knowledge of microcomputers, their operating system, and electronic files. Designed to support students taking computer application courses such as word processing, medical billing, bookkeeping and spreadsheets, it will have a business office emphasis. Topics include: the parts of the microcomputer and their use, the care and management of disks, operating system commands, types of disks and files, and file management routines.

Prerequisite: None

Lecture: 2; Laboratory: 3 (5 weeks)

No transfer credit Offered: Fall and Spring

OADM 114 Anatomy, Physiology and Medical Terminology I 3 credits

This course is designed to provide the necessary language skills for the Medical Office Assistant. It includes an introduction to human anatomy and physiology, including the digestive, urinary, reproductive, nervous and respiratory systems. The causes, transmission and treatment of diseases of the above systems are discussed. Human anatomy and physiology is studied to develop the medical vocabulary and knowledge necessary for the medical office assistant. Included will be typing/transcribing of medical reports, letters and/or manuscripts to give students practical application of their skills.

Prerequisite: None

Corequisite: OADM 100 and/or OADM 101 or permission

Lecture: 2; Laboratory: 3 (15 weeks)

No transfer credit Offered: Fall and Spring

OADM 130 Office Mathematics I 2 credits

This course will explore the mathematical concepts and calculations used by office personnel. Some of the topics included are: trade and cash discounts, markup, exchange, duty, and sales taxes.

Prerequisite: None

Lecture: 4 (10 weeks)

No transfer credit

Offered: Fall

OADM 131 Office Mathematics II 1 credit

This course will explore the use of electronic printing calculators as an aid in solving business mathematical problems with emphasis on proper techniques and efficient application of some of the math concepts studied in OADM 130. Some of the topics include constant and multifactor multiplication, accumulative multiplication, constant division with accumulation of quotients, trade

and cash discounts, proration, and percentage applications.

Prerequisite: OADM 130

Lecture: 2; Laboratory: 3 (5 weeks)

No transfer credit Offered: Spring

OADM 151 Medical Office Procedures **3 credits**

This course is designed to introduce the student to the secretarial duties and procedures required in a medical office/hospital setting. Topics covered will include reception skills, appointments, telephone techniques, public relations, inventory control, mail processing, filing, and record management procedures. Time and stress management, interpersonal skills, medical laws and ethics will form an integral part of this course. The student will explore job search, screening and interview techniques.

Prerequisite: None

Lecture: 2; Seminar: 2 (15 weeks)

No transfer credit Offered: Fall and Spring

OADM 201 Keyboarding Applications II **2 credits**

This five-week course will enable the student to become proficient in the production of complex business correspondence, advanced tables, financial statements, forms, and specialized reports. Speed and accuracy development is included.

Prerequisite: OADM 101 or proof of typing speed of 35 net wpm.

Lecture: 4; Laboratory: 6 (5 weeks)

No transfer credit Offered: Fall and Spring

OADM 202 Medical Transcription **4 credits**

This course is designed to apply the principles of medical transcription practices. Emphasis is placed on speed development and the transcribing of machine recorded medical information. Students will transcribe from both conventional English and foreign accent tapes.

Prerequisite: OADM 301 & 114 or permission

Corequisite: OADM 214 or permission

Lecture: 4; Laboratory: 6 (10 weeks)

No transfer credit Offered: Fall and Spring

OADM 206 Office Dynamics I **1 credit**

This course provides an introduction to some basic office systems and highlights some of the office worker skills required in industry. Topics covered will include time and stress management, reception techniques, telephone skills, reprographics, mail and business research. Emphasis will be placed on the oral aspects of reception and telephone communications.

Prerequisite: None

Lecture: 3; Seminar: 1 (5 weeks)

No transfer credit Offered: Fall and Spring

OADM 207 Office Dynamics II **1 credit**

This course will introduce the student to some of the practical aspects of the operation of the business office. Topics include office worker rights and privileges, organizational structure, office worker duties relating to arranging, leading and participating in meetings as well as basic records management concepts.

Prerequisite: None

Lecture: 3; Seminar: 1 (5 weeks)

No transfer credit Offered: Fall and Spring

OADM 208 Office Dynamics III **1 credit**

This course will cover methods to obtain employment and achieve career mobility in an office environment. Topics covered will include goal setting, personal skill and interest evaluation, identifying career choices, job search techniques, interviews, employee interaction and career advancement.

Prerequisite: None

Lecture: 2; Seminar: 2 (5 weeks)

No transfer credit Offered: Spring

OADM 209 Machine Transcription **1 credit**

This course is designed to teach the student to transcribe business correspondence from machine dictation, combining typewriting and communication skills. A review of grammar, spelling, punctuation, and transcription style is included.

Prerequisite: Proof of typing speed of 40 net wpm.

Lecture: 2; Laboratory: 3 (5 weeks)

No transfer credit Offered: Fall and Spring

OADM 214 Anatomy, Physiology and Medical Terminology II **3 credits**

This course is designed to further the necessary language skills of the Medical Office Clerical Assistant. It includes the circulatory, skeletal, muscular, integumentary and endocrine systems. The causes, transmission and treatment of diseases of the above systems are discussed. The medical vocabulary and knowledge necessary for the medical office assistant in the specialty areas of oncology, nuclear medicine, radiology, and psychiatry are included. Typing/transcribing of medical reports, letters and/or manuscripts will be included to give students practical application of their language skills.

Prerequisite: OADM 114

Lecture: 2; Laboratory: 3 (15 weeks)

No transfer credit Offered: Spring and Fall

OADM 215 Introduction to Legal Office Procedures 1 credit

This five-week course introduces the students to the functions and duties of the legal secretary in a British Columbia law firm. Subjects covered will include preparation of correspondence, office forms and simple legal documents, legal record keeping and billing, legal terminology, citations and court systems.

Prerequisite: OADM 301 or equivalent

Lecture: 2; Laboratory: 3 (5 weeks)

No transfer credit

Offered: Fall and may be offered in Spring

OADM 216 Legal Office Procedures - Wills and Estates 2 credits

This course introduces the student to the functions and duties of a legal secretary in a British Columbia law firm working in the area of Wills and Estates. Subjects covered will include terminology and rules relating to preparation and handling of Wills, Codicils, correspondence regarding estates, and documents involved in probating an estate, including applying for Grants, transferring the deceased's assets, passing accounts and winding up an estate.

Prerequisite: OADM 215 or Instructor Permission, OADM 301 or equivalent

Lecture: 4; Laboratory: 6 (5 weeks)

No transfer credit

Offered: Fall and may be offered in Spring

OADM 225 Business Software Applications 2 credits

This is a hands-on microcomputer course designed for students already proficient in keyboarding concepts and applications. This course will provide office systems and financial specialty students with the necessary skills to use database management and spreadsheet applications in an office environment. Emphasis will be placed on speed and accuracy of data input.

Prerequisite: OADM 105 or permission; Proof of typing speed of 25 net wpm.

Corequisite: OADM 308 or 309

Lecture: 2; Laboratory: 3 (10 weeks)

No transfer credit

Offered: Spring

OADM 226 Electronic Publishing 1 credit

This course is designed to give office systems students exposure to the advantages of an electronic publishing program in producing business documents with a professional appearance. The students will learn to integrate their word processing skills with electronic publishing. Topics will include typesetting terminology, page design and the basic operation of an electronic publishing program.

Prerequisite: OADM 105 or permission; Proof of typing speed of 25 net wpm.

Corequisite: OADM 309

Lecture: 2; Laboratory: 3 (5 weeks)

No transfer credit

Offered: Spring

OADM 230 Bookkeeping I 2 credits

This course introduces the student to the theory and practice of bookkeeping to trial balance. Many of its concepts will be developed and practised using doctors, dentists, lawyers, and other similar non-merchandising businesses. Topics include: business organizations, debits and credits, journals, ledgers, trial balance, deposits, cheques, bank reconciliations, and petty cash.

Prerequisite: None

Lecture: 4 (10 weeks)

No transfer credit

Offered: Fall and Spring

OADM 233 Computer Bookkeeping I 1 credit

This course will introduce students to the concepts and practices of bookkeeping on computers. Students are guided through a series of steps where they will learn a popular accounting program, set up the books for a service business, process one month's business transactions and print reports. Acceptable operating procedures will be emphasized.

Prerequisite: OADM 105, 230 or equivalent.

Lecture: 2; Laboratory: 3 (5 weeks)

No transfer credit

Offered: Fall and Spring

OADM 236 Payroll 1 credit

This course covers all aspects of payroll including: personnel files; timesheets; hourly, salary and commission earnings; statutory and voluntary deductions; labour distribution; remittances; T4's and Worker Compensation Board reports.

Prerequisite: OADM 230 or equivalent

Lecture: 4 (5 weeks)

No transfer credit

Offered: Spring

OADM 240 Business Communications and Procedures 3 credits

This course is designed to develop the student's skill in business writing. Topics include all types of business letters, memoranda, resumes, and report writing. Tips on writing in a concise and effective manner using up-to-date terminology are included.

Prerequisite: None

Lecture: 4

No transfer credit

Offered: Fall and Spring

OADM 250 Office Management and Control 3 credits

This course is designed to prepare students for supervisory and management positions within the office structure. Emphasis is on management techniques as applied

to the organization and control of office systems and administrative services.

Prerequisite: None

Corequisite: OADM 340 or Instructor Permission

Lecture: 4

No transfer credit

Offered: TBA

OADM 252 Medical Billing 2 credits

This 10-week course is designed to introduce the student to all facets of Medical Billing. The student will become familiar with procedures and forms related to Workers' Compensation, I.C.B.C., Department of Indian and Northern Affairs, Department of Veteran's Affairs, R.C.M.P., Out-of-Province billing, and Medical-Legal billing. Emphasis is placed on understanding the Preamble and Fee Schedule from the Medical Services Plan of British Columbia and using this knowledge to complete medical services plan claim cards and processing claims by computerized billing.

Prerequisite: OADM 105

Lecture: 2; Laboratory: 3 (10 weeks)

No transfer credit

Offered: Fall and Spring

OADM 261 Pharmaceutical Terminology 1 credit

This five-week course is designed to introduce the student to pharmaceutical terms. Students will receive the knowledge necessary to communicate messages between pharmacists and physicians regarding the ordering and reordering of prescription medication. The major emphasis is on the spelling and pronunciation of the most commonly-ordered prescription medications. The study of abbreviations and symbols used in prescriptions will also be covered.

Prerequisite: OADM 114 Corequisite: OADM 214

Lecture: 4; (5 weeks)

No transfer credit

Offered: Fall and Spring

OADM 301 Keyboarding Applications III 2 credits

This course is designed around a series of integrated projects combining advanced skills development and document formatting. Speed and accuracy will be developed through intensive drills and timed writings.

Prerequisite: OADM 201 or proof of typing speed of 40 net wpm.

Lecture: 4; Laboratory: 6 (5 weeks)

No transfer credit

Offered: Fall and Spring

OADM 308 Word Processing (PC) - Microsoft Word 3 credits

This course is designed to provide the student with in-depth practical and theoretical knowledge of the functions of a widely-used and current word processing

program on the personal computer. Topics will include procedures for creating, formatting, editing and printing text and file management. In addition, a selection from the following topics will be included: spell-checking, merging, sorting, paragraph assembly, footnotes and endnotes, macros, columns, outlines, and math.

Prerequisite: Proof of typing speed of 25 net wpm

Corequisite: OADM 105 is advised if no previous microcomputer experience.

Lecture: 2; Laboratory: 3 (15 weeks)

No transfer credit

Offered: Fall and Spring

OADM 309 Word Processing (PC) - WordPerfect 3 credits

This course is designed to provide the student with in-depth practical and theoretical knowledge of the functions of a widely-used and current word processing program on the personal computer. Topics will include procedures for creating, formatting, editing and printing text and file management. In addition, a selection from the following topics will be included: spell-checking, merging, sorting, paragraph assembly, footnotes and endnotes, macros, columns, outlines, and math.

Prerequisite: Proof of typing speed of 25 net wpm.

Corequisite: OADM 105 is advised if no previous microcomputer experience.

Lecture: 2; Laboratory: 3 (15 weeks)

No transfer credit

Offered: Fall and Spring

OADM 315 Legal Office Procedures - Litigation 3 credits

This course introduces the student to the functions and duties of a legal secretary working in the area of civil litigation in British Columbia. Subjects covered will include terminology and rules relating to preparing and handling legal correspondence and documents in civil litigation actions or matters.

Prerequisite: OADM 215, or Instructor Permission

OADM 301 or equivalent

Lecture: 6; Laboratory: 9 (5 weeks)

No transfer credit

Offered: Spring and may be offered in Fall

OADM 316 Legal Office Procedures - Family and Corporate Law 3 credits

This course introduces the student to the functions and duties of a legal secretary working in the areas of family and corporate law in British Columbia. Family law subjects will include terminology and rules relating to preparing and handling legal correspondence and documents involved in marriage, separation, undefended divorces and defended divorce actions. Corporate law subjects will include terminology and rules relating to preparing and handling legal correspondence and docu-

ments involved in various forms of businesses, with emphasis on non-reporting companies.

Prerequisite: OADM 215 or Instructor Permission
OADM 301 or equivalent

Lecture: 6; **Laboratory:** 9 (5 weeks)

No transfer credit

Offered: Spring and may be offered in Fall

OADM 317 Legal Procedures - Conveyancing 3 credits

This course will introduce the student to the functions and duties of the legal secretary working in the area of Conveyancing in a British Columbia law firm. Subjects covered will include conveyancing terminology and rules relating to the preparation, execution and registration of documents filed in the Land Title Office to register an interest in land.

Prerequisite: OADM 215 or Instructor Permission
OADM 301 or equivalent

Lecture: 6; **Laboratory:** 9 (5 weeks)

No transfer credit

Offered: Spring and may be offered in Fall

OADM 325 Clinical Office Procedures 3 credits

This course is designed to enable the Medical Office/Hospital Assistant to perform basic clinical techniques including the use of medical equipment. The student will perform basic laboratory tests and assist the physician with specific examinations and procedures. Emphasis is placed on the role of the medical secretary as a link between the doctor and other medical testing and treatment facilities.

Prerequisite: None

Lecture: 2; **Laboratory:** 3 (15 weeks)

No transfer credit **Offered:** Fall and Spring

ADM 330 Bookkeeping II 2 credits

In this course the student will be introduced to the theory and practice of purchasing, sales, and bookkeeping procedures for merchandising businesses. Topics include: purchasing concepts, inventory control, periodic and perpetual inventory methods, cash payment systems, vendor statements and reports, sales concepts, sales tax reporting, cash receipts, customer statements and sales reports.

Prerequisite: OADM 130, 230 or equivalent

Lecture: 4 (10 weeks)

No transfer credit **Offered:** Spring

OADM 333 Computer Bookkeeping II 2 credits

This course will advance the student's computerized bookkeeping knowledge and skills to include inven-

tories and inventory control, payrolls, and project/job cost allocation. The student will set up the books for a wholesale distribution business and process a large volume of transactions in accordance with acceptable operating procedures.

Prerequisite: OADM 105, 230, 233, 236, 330 or equivalent

Corequisite: OADM 334

Lecture: 2; **Laboratory:** 3 (10 weeks)

No transfer credit

Offered: Spring

OADM 334 Office Financial Procedures 3 credits

This course will introduce financial option students to various specific situations of a mathematical and/or a bookkeeping nature for consideration, discussion, and resolution. Topics include: transactions involving interest calculations, selected periodic transactions, partnership and shareholder transactions, expense proration, and percentage analysis.

Prerequisite: OADM 130, 230

Corequisite: OADM 330

Lecture: 4 (15 weeks)

No transfer credit

Offered: Spring

OADM 340 Records Management I 3 credits

This course studies the diverse ways in which the records of an office are distributed, retained, retrieved, protected, preserved and disposed of.

Prerequisite: None

Corequisite: OADM 250 or Instructor Permission

Lecture: 4

No transfer credit

Offered: TBA

OADM 350 Financial Math and Accounting Concepts 3 credits

This course is designed to assist the student with the mathematical and accounting skills necessary to communicate and function at the supervisory level within the office environment. In addition to reviewing some basic business math skills, the student will be introduced to the mathematics of finance, accounting concepts, and some quantitative and graphical presentations related to service businesses and their departments.

Prerequisite: None

Lecture: 4 hrs (15 weeks)

No transfer credit

Offered: TBA

OADM 395 Applied Projects 3 credits

This course enables students in the Office Administration program to gain practical experience in planning, organizing, implementing, reporting and documenting a special project related to office systems and procedures. Each student will negotiate, with a faculty advisor, an agreement for the project selected. Project topics may vary from in-depth research of office procedures in a

business environment to appraisal of an on-site practical office experience.

Prerequisite: Successful completion of all other OADM program specific courses

Seminar: 16; Student Directed Learning: 84

No transfer credit

Offered during months of May and January

OADM 420 Information Processing Concepts 2 credits

This course will update the technological progress of office automation and relate technologies to their appropriate functions as information support tools. It also examines the skills and responsibilities of the new information worker, and reviews the optimum systems necessary for increased productivity. Future trends in information processing are included.

Prerequisite: None

Corequisite: OADM 308 or 309

Lecture: 2 (10 weeks)

No transfer credit

Offered: Spring

OADM 430 Systems Administration 3 credits

This course focuses on a total information processing system by examining methods of integrating electronic technologies such as data processing, word processing, communications, electronic mail, micrographics and reprographics. Included are strategies for improving productivity by automating office systems and organizing an administrative support system.

Prerequisite: OADM 308 or 309, CIS 110 or Instructor Permission

Lecture: 4

No transfer credit

Offered: Spring

OADM 440 Records Management II 3 credits

Included in this course are records management, feasibility and cost benefit analyses, micrographics, electronic methods of storage, forms management and

control, and legislation affecting record-keeping practices.

Prerequisite: OADM 340

Lecture: 2; Laboratory: 3

No transfer credit

Offered: TBA

OADM 450 Automated Financial Planning and Control 3 credits

This course is designed to assist the supervisory student in using microcomputers together with appropriate software packages for planning and controlling financial events at the departmental level. In addition to reviewing the necessary theory and basic operating procedures, the student will be introduced to the use of software for the practical preparation of budgets and schedules, keeping records, and data interchange to facilitate appropriate presentations, comparisons, and analysis.

Prerequisite: OADM 350 and CIS 110 or ACC 110, BUS 330, and CIS 110

Lecture: 2; Laboratory: 3 (15 weeks)

No transfer credit

Offered: Spring

OADM 495 Directed Studies 3 credits

This course enables students to get practical experience in procedures appropriate for active and inactive records centres, for information processing centres, and for business offices in general. Through negotiation with the faculty advisor (and any others involved, e.g. a member of industry) the student will complete a project which may include actual systems experience through on-site consulting projects; in-depth research of office procedures in a business environment using a minimum of two small businesses and two large corporate offices as samples; research proposals on systems design based on readings and articulation with industry.

Prerequisite: All courses in the program.

Seminar: 16 hrs; Student Directed Learning: 84 hrs

No transfer credit

Offered: Month of May and January

philosophy

Philosophy provides a way of integrating our intellectual heritage into our contemporary existence, and encourages us to discover central connections amongst the emotional, rational, ethical, social, and cultural aspects of life. Philosophy emphasizes thinking as a pleasurable end in itself, as a critical method of enquiry, and as a way of developing creative theories and hypotheses which enable us to take a new look at things.

Any 100 numbered philosophy course will serve as an introduction to philosophy. However, Philosophy 101, Effective Thinking, provides a foundation in philosophical reasoning and most students will find it advisable to

take it first (or concurrently with another philosophy course). Philosophy 102, like Philosophy 101, introduces the student to philosophical ideas through an exploration of practical and everyday concerns, but it focuses specifically on issues of values and pays less attention to the structure of the argument.

Both Philosophy 151 and 152 focus more directly on philosophical theories. Though these more advanced courses do not presuppose a previous acquaintance with philosophical subject matter, it is advisable for most students to have had some previous experience with philosophical thinking of the sort which Philosophy 101

or 102 provide.

Philosophy 250 and Philosophy 350 presuppose an even greater level of philosophical maturity and independent thinking than do 151 and 152. However, depending on their interests and abilities, students may prefer to go directly from Philosophy 101 (or 102) to 250.

General Transfer Information

All Douglas College philosophy courses receive transfer credit from Simon Fraser University, University of British Columbia, and the University of Victoria. For specific transferability information, see course descriptions.

Note: Any two of the following courses may be equivalent to UBC's Philosophy 100 (3). PHI 101 OR 201, 102, 151, 170, 250. Any four of the above (including one of 102 and 151) will be equivalent to Philosophy 100 (3) and 201 (3). PHI 101 & 201 = UBC's PHI 102 (1.5) & 103 (1.5).

PHI 101 Effective Thinking 3 credits

This course examines the basic nature of reasoning and the fallacies which prevent effective thinking. Emphasis will be upon understanding the logical structure of arguments and recognizing the influence of emotional and rhetorical persuasion in media presentations, political discussions, advertisements, general academic writings, and one's own arguments. There will also be the opportunity for one's own arguments to be assessed by others. Both the theory and practice of effective thinking are covered. There is a greater emphasis upon the popular presentation of oral and written arguments than in Philosophy 201. Effective Thinking is highly recommended to all students in occupational and academic programs, and provides an essential foundation for further work in philosophy.

Prerequisite: None Lecture: 2; Seminar: 2

Transferability:

SFU - PHI 101 = Phil 001 (3)

UBC - PHI 101/201 = Phil 102 (3) + see note above

UVic - PHI 101 = Phil (1.5) 100 level

Offered: Fall and Spring

PHI 102 Values and Contemporary Issues 3 credits

How can one develop answers to questions of value in this complex age? How can one think more clearly and humanely about issues confronting one's life and one's society? How can one live as an aware being who is genuinely responsive to one's own needs and to the needs of others? This course considers these questions by exploring the moral and human issues involved in such topics as abortion, capital punishment, racial and sexual discrimination, individual liberty, the "moral

majority", capitalism, technology, and education; and it endeavours to lead the student to an understanding of the more deeply rooted philosophical problems which give rise to the perplexities concerning these topics. PHI 102 will serve as a foundation for further work in philosophy.

[Note: The format and topics may vary. Some sections of the course may focus more extensively on issues in medical ethics, others on issues pertaining to the relation of morality to the law, and still others on different topics. So individual instructor's course descriptions should be consulted.]

Prerequisite: None

Lecture: 2; Seminar: 2

Transferability:

SFU - PHI 102 = 120 (3)

UBC - See note above

UVic - PHI 102 = Phil (1.5) 100 level (any two) = Phil 100 (3) 102/152/170 = Phil 100 (3)

Offered: Fall and Spring

PHI 151 Philosophical Problems I 3 credits

The student will be introduced to philosophical reasoning about social, political and moral existence. Issues and theories raised by such thinkers as Plato, Aristotle, Hobbes, Rousseau, Kant, Mill, Nietzsche, and Marx, as well as by contemporary philosophers, will be explored. Particular attention is given to the question of what it means to live as one person amongst others. Topics may include: political obligation, social and political liberty, human nature, egoism, utilitarianism, relativism, self-realization, and alienation. The student will be encouraged to develop her/his own thinking about the topics covered. This course may be taken by those students who want an introduction to fundamental philosophical ideas as part of their liberal arts education. It will also serve as a foundation for further work in philosophy.

Prerequisite: None

Lecture: 2; Seminar: 2

Transferability:

SFU - PHI 151 = Phil 220 (3)

UBC - see note above

UVic - PHI 151 = Phil (1.5) 200 level

Offered: Fall

PHI 152 Philosophical Problems II 3 credits

The student will be introduced to philosophical reasoning about knowledge, reality and human nature. Questions raised by traditional and contemporary philosophers, (eg. Plato, Aristotle, Descartes, Wittgenstein, and Sartre) will be considered, and a variety of answers will be explored. Topics may include: experience, reason, science, culture, language, metaphysics, God, the self, mind, life after death, and free will. The student will be encouraged to develop

her/his own thinking about the issues covered. This course may be taken by those students who want an introduction to fundamental philosophical ideas as part of their liberal arts education. It also provides a foundation for further work in philosophy.

Prerequisite: None Lecture: 2; Seminar: 2

Transferability:

SFU - PHI 152 = Phil 100 (3)

UBC - see note above

UVic - PHI 152 = Phil (1.5) 100 level (Any two) = Phil 100 (3)

Offered: Fall and Spring

PHI 170 Philosophy and Religion 3 credits

The student will be introduced to the main philosophical ideas involved in major world religions, including the Judeo-Christian tradition. Some of the following topics will be considered: what religion is, the problem of evil, the nature of mysticism, various conceptions of God, types of considerations for accepting spiritual reality, the relation between reason and faith, comparison of eastern and western approaches to religious existence, and an examination of sociological and psychological accounts of religious belief. Students will be encouraged to develop their own philosophical assessment of the issues which are involved in the topics chosen.

Prerequisite: None

Lecture: 2; Seminar: 2

Transferability:

SFU - PHI 170 = Phil 240 (3)

UBC - see note above

UVic - PHI 102/152/170 (any two) = Phil 100 (3)

Offered: Spring

PHI 201 Logical Reasoning 3 credits

This course enables students to develop their ability to reason by introducing them to abstract logical concepts. The primary focus will be upon recognizing the logical structure of statements and arguments, and upon understanding how to connect statements together into good arguments. Topics will include meaning, types of statements, symbolism, logical connectives, logical relations, basic deductive inferences, truth-tables, validity, invalidity, soundness, inductive reasoning, probability, and the testing of scientific hypotheses. Emphasis will be upon acquiring a basic working knowledge of most of the topics covered.

Prerequisite: Philosophy 101, or Instructor Permission

Lecture: 2; Seminar: 2

Transferability:

SFU - PHI 201 = Phil 110 (3)

UBC - PHI 201/101 = Phil 102 (3) & see note above

UVic - PHI 201 = Phil (1.5) 100 level

Offered: Spring

PHI 250 Search for Selfhood: Existentialism 3 credits

In the context of an existential search for self, existentialism centres on the pressing realities of existence: freedom, responsibility, time, death, authenticity. It attempts to recover in human experience the place of feeling, imagination and myth, subjective as well as objective avenues of truth, and the open perception of world and self in a relation in which ideology does not blind. The prospect of a new existence thus unfolds. Representative thinkers include: Camus, Kierkegaard, Nietzsche, Heidegger, Sartre, and May.

Prerequisite: One philosophy course or Instructor Permission

Lecture: 2; Seminar: 2

Transferability:

SFU - PHI 250 = Phil 280 (3)

UBC - see note above

UVic - PHI 250 = Phil (1.5) 200 level

Offered: Fall

PHI 350 Special Topics Contemporary Existentialism 3 credits

A further study of basic existential themes in Soren Kierkegaard, Martin Heidegger and Jean-Paul Sartre and an examination of the modern criticism of existentialism which alleges it to be a darkly negative philosophy and also to exemplify the collapse of philosophy into politics. Both these allegations are scrutinized, and considered in light of an attempted more positive contemporary interpretation of existentialism. The contemporary relevance and significance of existentialism are illustrated with reference to Binswanger, Boss, Koestenbaum, Laing, Maslow, May, Natanson, Nicholls and Kent.

Prerequisite: PHI 250 or consent of instructor

Lecture: 2; Clinical Experience: 2

Transferability:

SFU - PHI 350 = Phil (3)

UBC - PHI 350 = Phil (1.5)

UVic - PHI 350 = Phil 200 level (1.5)

Offered: Spring

Physical Education and Recreation

Students are advised to contact an academic advisor for program planning and to the current calendar and transfer guide of the receiving institution prior to registration.

Please note: combined performance courses

Three credit combined performance courses are presently being prepared for implementation in the Fall of 1989. These courses will be a combination of two performance areas (e.g. tennis and badminton) and will fulfil the following functions:

1. transfer to selected universities e.g. University of Victoria;
2. performance competency requirements for the University of British Columbia B.P.E. Program;
3. general elective e.g. Criminology students.

PE 103 Conditioning For Sport and Physical Activity 3 credits

This course provides an overview of the concepts of physical fitness. The topic areas include physical fitness assessment, the principle of health-related and skill-related fitness and the effects of exercise. Students will perform a variety of conditioning methods as well as experience the design and application of exercise programs.

Prerequisite: None Lecture/Practice: 4

Transferability:

SFU - PE 103 = KIN 143 (3)

UBC - PE 103 = PHED 103 (1.5)

UVic - PE 103 = PE (1.5) 100 Level

Offered: Fall and Spring

PE 105 Introduction to the Study of Sport 3 credits

A study of the classifications of leisure, play, games, contests, and dance sport, together with an understanding of their relationships. This is one of the three courses required in the first year and designed to provide the basis with which to understand the field of Physical Education.

Prerequisite: None Lecture: 3; Seminar: 1

Transferability:

SFU - PE 105 = Kin (3)

UBC - PE 105 = P.E. 161 (1.5)

UVic - PE 105 = P.E. (1.5) 100 level

Offered: Fall

PE 110 Track and Field 2 credits

A theoretical and practical study of six track-and-field events. It is not intended to produce top-class athletes, but rather teachers who can help children and the com-

munity to make good use of leisure time through participation in athletic diversions. High jump, long jump, discus, shot put, sprinting and middle-distance running are dealt with under the headings: kinesiological principles, teaching methods and techniques appropriate to school and community programs. Offered as elective and for transfer.

Prerequisite: None

Lecture: 1; Laboratory: 3

Transferability:

SFU - PE 110 = no transfer credit

UBC - PE 110 = P.E. 250 (1)

UVic - PE 110 = 106 (0.5)

Offered: Spring

PE 111 Badminton 3 credits

A theoretical and practical study of badminton. It is not intended to produce expert players, but rather teachers who can help children in the community to make good use of leisure time through participation in athletic diversions. Emphasis is on skills, rules, tactics, teaching methods and techniques appropriate to school and community programs.

Prerequisite: None

Lecture: 1; Laboratory: 3

Transferability:

SFU - PE 111 = no transfer credit

UBC - PE 111 = Phed 220 (1)

UVic - PE 111 = P.E. 116(0.5)

Offered: TBA

PE 112 Volleyball 2 credits

A theoretical and practical study of volleyball. It is not intended to produce expert players, but rather teachers who can help children and the community to make good use of leisure time through participation in athletic diversions. Emphasis is on skills, rules, tactics, teaching methods and techniques appropriate to school and community programs. Offered as elective and for transfer.

Prerequisite: None 1

Lecture/Practice: 4

Transferability:

SFU - PE 112 = no transfer credit

UBC - PE 112 = P.E. 219 (1)

UVic - PE 112 = P.E. 122 (0.5)

Offered: TBA

PE 113 Swimming and Water Safety 3 credits

A theoretical and practical study of water-safety skills, strokes, entries, survival and teaching techniques appropriate to school and community programs. Offered as elective and for transfer.

Prerequisite: Ability to swim 25 yards, using a recognized stroke

Lecture/Practice: 4

Transferability:

SFU - PE 113 = no transfer credit

UBC - PE 113 = PHED 230 (1)

UVic - PE 113 = P.E. 105 (0.5)

Offered: Fall and Spring

PE 114 Basketball 3 credits

A theoretical and practical study of basketball. It is not intended to produce expert basketball players, but rather teachers who can assist children and the community to make good use of leisure time through participation in athletic diversions. Emphasis is on skills, offensive and defensive tactics, teaching methods and techniques. Offered as elective and for transfer.

Prerequisite: None Lecture/Practice: 4

Transferability:

SFU - PE 114 = no transfer credit

UBC - PE 114 = Phed 210 (1)

UVic - PE 114 = P.E. 120 (0.5)

Offered: Subject to program revisions

PE 115 Theory and Application of Active Games 3 credits

This course will provide the student with a theoretical and practical knowledge of active games for children, particularly those in a physical education, recreation or intramural setting. The nature of play, games and contests is examined. The student both leads and follows individual, dual, group and team game sessions.

Prerequisite: None Lecture/Practice: 4

Transferability:

SFU - PE 115 = no transfer credit

UBC - PE 115 = Phed 218 (1)

UVic - PE 115 = PE (100 Level) 1.5

Offered: TBA

PE 116 Tennis 3 credits

Provides theoretical and practical knowledge of tennis. It is not intended to produce expert players, but rather teachers who can assist children and the community to make good use of leisure time through participation in athletic diversions. Emphasis is on skills, rules, tactics, teaching methods and techniques. Offered as elective and for transfer.

Prerequisite: None Lecture/Practice: 4

Transferability:

SFU - PE 116 = no transfer credit

UBC - PE 116 = Phed 226 (1)

UVic - PE 116 = P.E. 117 (0.5)

Offered: TBA

PE 117 Conditioning Programs 3 credits

A theoretical and practical knowledge of conditioning programs related to specific needs. It is not intended to produce top-class athletes, but rather instructors to serve the community. Emphasis is on conditioning exercises, fitness assessment, adaptation of exercise programs, teaching methods and techniques. Offered as elective and for transfer.

Prerequisite: None

Lecture/Practice: 4

Transferability:

SFU - PE 117 = Kin 143 (3)

UBC - PE 117 = Phed 203 (1)

UVic - PE 117 = P.E. 115 (0.5)

Offered: TBA

PE 118 Contemporary Dance 3 credits

A theoretical and practical knowledge of contemporary dance as taught from the elementary to the college level. It is not intended to produce experts, but rather instructors to serve the community. Emphasis is on rhythm and movement skills, dance notation, percussion accompaniment, teaching methods and techniques. Offered as elective and for transfer.

Prerequisite: None

Lecture/Practice: 4

Transferability:

SFU - PE 118 = no transfer credit

UBC - PE 118 = Phed 241 (1)

UVic - PE 118 = P.E. 119 (0.5)

Offered: Spring

PE 119 Educational Gymnastics for Men and Women 3 credits

A theoretical and practical knowledge of an individualized approach to movement education on floor and apparatus and relevant teaching methods.

Prerequisite: None

Lecture/Practice: 4

Transferability:

SFU - PE 119 = no transfer credit

UBC - PE 119 = Phed 210 (1)

UVic - PE 119 = P.E. 114 (0.5)

Offered: TBA

PE 120 Artistic Gymnastics for Men and Women 3 credits

A theoretical and practical knowledge of trampolining, tumbling, floor exercise, apparatus skills, routines and teaching methods.

Prerequisite: None

Lecture/Practice: 4

Transferability:

SFU - PE 120 = no transfer credit

UBC - PE 120 = Phed 202 (1)

UVic - PE 120 = P.E. 107 (0.5)

Offered: Fall

PE 122 Soccer**3 credits**

A theoretical and practical course in soccer. It is not intended to produce expert players, but rather teachers who will be able to utilize the acquired knowledge within the community and schools. Emphasis is on skills, rules, offensive and defensive tactics, teaching methods and techniques. Offered as elective and for transfer.

Prerequisite: None

Lecture/Practice: 4

Transferability:

SFU - PE 122 = no transfer credit

UBC - PE 122 = Phed 216 (1)

UVic - PE 122 = P.E. 121 (0.5)

Offered: TBA

PE 123 Ballroom Dance**2 credits**

The student will gain a theoretical and practical knowledge of the figures, techniques and teaching methods of the waltz, fox trot, rumba, samba, tango and jive. Offered for an elective and for transfer.

Prerequisite: None

Lecture/Practice: 4

Transferability:

SFU - PE 123 = no transfer credit

UBC - PE 123 = P.E. 242 (1)

UVic - PE 123 = 100 level (.5)

Not offered 1990/91

PE 124 Outdoor Leadership**2 credits**

The student will gain a theoretical and practical knowledge of camping and leadership in the outdoors, the main theme being organization and leadership with special reference to the teacher-pupil situation.

Prerequisite: None

Lecture/Practice: 4; 1 long weekend outdoors

Transferability:

SFU - PE 124 = no transfer credit

UBC - PE 124 = P.E. 222 (1)

UVic - PE 124 = P.E. 100 level (0.5)

Not offered 1990/91

PE 126 Curling**2 credits**

A theoretical and practical introduction to teaching, coaching and actual curling. It covers all skills, rules, strategy, terminology, etiquette, history, methods of organizing tournaments as well as teaching and coaching methods.

Prerequisite: None

Lecture/Practice: 4

Transferability:

SFU - PE 126 = no transfer credit

UBC - PE 126 = P.E. 227 (1)

UVic - PE 126 = P.E. 111 (0.5)

Offered: TBA

PE 128 Rugby**3 credits**

Students in this course gain theoretical and practical knowledge in teaching, coaching and playing rugby. This will encompass all skills, rules, strategy, terminology, etiquette, history, methods of organizing leagues and tournaments as well as teaching and coaching methods.

Prerequisite: None

Lecture/Practice: 4

Transferability:

SFU - PE 128 = no transfer credit

UBC - PE 128 = Phed 214 (1)

UVic - PE 128 = P.E. 123 (0.5)

Offered: Subject to program revisions

PE 140 Racquetball, Squash and Handball**2 credits**

A theoretical and practical introduction to racquetball, squash and handball. Main topics are skills, rules, terminology, strategy, teaching methods and techniques.

Prerequisite: None

Lecture/Practice: 4

Transferability:

SFU - PE 140 = no transfer credit

UBC - PE 140 = P.E. 229 (1)

UVic - PE 140 = pending

Not offered 1990/91

PE 141 Swimming and Gymnastics**3 credits**

This course will provide students with an introduction to a theoretical and practical knowledge of swimming and gymnastics. Emphasis will be on the cognitive and psychomotor skills, and pedagogical principles relevant to instructing and coaching swimming and gymnastics at the beginning level.

Prerequisite: None

Lecture/Practice: 4

Transferability:

SFU - PE 141 = no transfer credit

UBC - PE 141 = Performance competency requirements for BPE program

UVic - PE 141 = PE 105 and PE 107 (1)

Offered: TBA

PE 142 Volleyball and Basketball**3 credits**

This course will provide students with an introduction to a theoretical knowledge and practical application in volleyball and basketball. Emphasis will be on the cognitive and psychomotor skills, and on pedagogical principles, relevant to instructing and coaching volleyball and basketball at the beginning level.

Prerequisite: None

Lecture/Practice: 4

Transferability:

SFU - PE 142 = no transfer credit

UBC - PE 142 = Performance competency requirements for BPE Program

UVic - PE 142 = PE 122 and PE 120 (1)

Offered: TBA

PE 143 Rugby and Soccer**3 credits**

This course will provide students with an introduction to a theoretical knowledge and practical application in rugby and soccer. Emphasis will be on the cognitive and psychomotor skills, and pedagogical principles relevant to instructing and coaching rugby and soccer at all age levels.

Prerequisite: None

Lecture/Practice: 4

Transferability:

SFU - PE 143 = no transfer credit

UBC - PE 143 = Performance competency requirements for PBE program

UVic - PE 143 = PE 121 and PE 123 (1)

PE 144 Track and Field and Curling**3 credits**

This course will provide students with an introduction to a theoretical knowledge and practical application in track and field and curling. Emphasis will be on the cognitive and psychomotor skills, and pedagogical principles relevant to instructing and coaching rugby and soccer at the beginning level.

Prerequisite: None

Lecture/Practice: 4

Transferability:

SFU - PE 144 = no transfer credit

UBC - PE 144 = Performance competency requirements for BPE program

UVic - PE 144 = PE 106 and PE 111 (1)

PE 145 Tennis and Badminton**3 credits**

This course will provide students with an introduction to a theoretical knowledge and practical application in tennis and badminton. Emphasis will be on the cognitive and psychomotor skills, and pedagogical principles relevant to instructing and coaching tennis and badminton at the beginning level.

Prerequisite: None

Lecture/Practice: 4

Transferability:

SFU - PE 145 = no transfer credit

UBC - PE 145 = Performance competency requirements for BPE program

UVic - PE 145 = PE 117 and PE 116 (1)

PE 152 Golf**2 credits**

Students in this course will gain a theoretical and practical knowledge of the rules, etiquette, terminology, basic skills, strategies, teaching methods and methods of organizing tournaments of golf.

Prerequisite: None

Lecture/Practice: 4

Transferability:

SFU - PE 152 = no transfer credit

UBC - PE 152 = P.E. 224 (1)

UVic - PE 152 = P.E. 113 (0.5)

Not offered 1990/91

PE 163 Biodynamics of Physical Activity**3 credits**

This course will provide the student with a knowledge of the mechanical, anatomical and physiological aspects of human athletic performance. It is one of the three theory courses required in the first year and is designed to provide the basis with which to understand the field of Physical Education.

Prerequisite: None

Lecture: 2; Laboratory: 2

Transferability:

SFU - PE 163 = Kin 142 (3)

UBC - PE 163 = Phed 163 (1.5)

UVic - PE 163 = P.E. (1.5) 100 level

Offered: Fall

PE 164 Dynamics of Motor Skill Acquisition**3 credits**

The main topics of this course are: motor skill acquisition, the variables which influence the learning and performance of motor skills and the relationship between skill acquisition and growth and development. (It is one of three theory courses required in the first year and is designed to provide the basis to understand the field of Physical Education.)

Prerequisite: None

Lecture: 4

Transferability:

SFU - PE 164 = Kin (3)

UBC - PE 164 = Phed 164 (1.5)

UVic - PE 164 = P.E. (1.5) 100 level

Offered: Spring

PE 173 Mechanical Principles In Human Movement**3 credits**

An introduction to the mechanics of human movement. A range of mechanical concepts will be covered and illustrated with examples of human movement.

Prerequisite: None

Lecture: 3; Laboratory: 1

Transferability:

SFU - PE 173 = Kin (3)

UBC - PE 173 = no transfer credit

UVic - PE 173 = P.E. (1.5) 100 level

Not offered 1990/91

PE 175 Introduction to Kinesiology**3 credits**

An overview of the various disciplines involved in the study of human movement. This course includes a discussion of morphological, physiological, biomechanical and psychological aspects of human activity. Students will be introduced to methods of evaluation of physique and fitness.

Prerequisite: None

Lecture: 2; Laboratory: 2

Transferability:

SFU - PE 175 = Kin 142 (3)

UBC - PE 175 = no transfer credit

UVic - PE 175 = P.E. (1.5) 100 level

Not offered 1990/91

PE 180 Introduction to Treatment of Sports Injuries 3 credits

This course will provide students with the basic theoretical knowledge underlying the treatment of sports injuries. Prevention, reconditioning, injury mechanism and pathology, and sports aid procedures will be discussed. An emphasis is placed on practical application with respect to the treatment of sports injuries.

Lecture/Practice: 4

Transferability:

SFU - PE 180 = Kin (3)

UBC - PE 180 = no transfer credit

UVic - PE 180 = P.E. (1.5) 100 level

Offered: Fall and Spring

PE 191 Fitness for Life 2 credits

The principal topics studied are: assessment procedures for cardiovascular endurance, muscular strength, flexibility and body composition; the ability to design a personal fitness program including weight-control nutrition; and an experience in personal fitness management.

Prerequisite: None Lecture: 1; Laboratory: 3
No transfer credit Not offered 1990/91

PE 192 Topics in Human Nutrition 3 credits

This course will provide students with a knowledge of the basic principles of human nutrition in respect to essential food intake. Assessment of personal nutritional needs, the nutritional values of local and processed foods, and the acute nature of global nutritional problems will be investigated.

Prerequisite: None

Lecture: 2; Laboratory: 1; Seminar: 1

Transferability:

SFU - PE 192 = Kin 110 (3)

UBC - PE 192 = no transfer credit

UVic - PE 192 = P.E. 100 level (1.5)

Offered: Fall

PE 195 Physical Growth and Motor Development 3 credits

In this course students will examine the physical growth and motor development of the first two decades of life, with particular reference to the effects of physical activity and growth development and health. Developmental differences in the motor abilities of children will be studied.

Prerequisite: None Lecture/Discussion: 4

Transferability:

SFU - PE 195 = G.E. Kin (3)

UBC - PE 195 = PE 284 (1.5)

UVic - PE 195 = P.E. (1.5) 100 level

Offered: Spring

PE 198 Motor Learning and Sport Psychology 3 credits

An examination of sport and physical activity from two psychological aspects: behaviour and performance, and the influence of behavioural characteristics on the acquisition and performance of skills.

Prerequisite: None Lecture: 3; Laboratory: 1

Transferability:

SFU - PE 198 = Kin (3)

UBC - PE 198 = no transfer credit

UVic - PE 198 = P.E. (1.5) 100 level

Offered: TBA

PE 205 Sport in Canadian Society 3 credits

An historical and theoretical analysis of sport in Canadian society. The course extends logically from "Introduction to the Study of Sport" (PE 105).

Prerequisite: None Lecture: 3; Seminar 1

Transferability:

SFU - PE 205 = Kin (3)

UBC - PE 205 = P.E. 261 (1.5)

UVic - PE 205 = P.E. (1.5) 200 level

Offered: Spring

PE 263 Analysis of Individual Sport and Dance Performance 3 credits

This course involves the analysis of individual sport and dance performance. Topics include skill analysis, error detection, error correction and the application of sport science principles. An emphasis is placed on aesthetics, and the importance of form in performance evaluation.

Prerequisite or Corequisite: PE 163

Lecture/Practice: 4

Transferability:

SFU - PE 263 = Kin (3)

UBC - PE 263 = Phed 110 (1.5)

UVic - PE 263 = P.E. (200 Level) 1.5

PE 280 Treatment of Sports Injuries - Advanced 3 credits

A study of techniques required in the diagnosis, treatment and rehabilitation of sports injuries to various regions of the body.

Prerequisite: PE 180 Lecture: 3; Laboratory: 1

Transferability:

SFU - PE 280 = Kin 241 (3)

UBC - PE 280 = no transfer credit

UVic - PE 280 = P.E.(1.5) 200 level

Offered: TBA

PE 300 The Analysis of Performance in Team Sports 3 credits

In this course selected team sports will be used as models for analysis. Topics include the study of the purposes of analysis, the study of the common elements in team sports, and an examination of analysis methods and procedures.

Prerequisites: None

Lecture/Practice:

Transferability:

SFU - PE 300 = Kin (3)

UBC - PE 300 = Phed 200 (1.5)

UVic - PE 300 = PE (1.5) 200 Level

Offered: Spring

PE 360 Health Education 3 credits

This course offers an introduction to human anatomy and physiology. A study is made of the body systems, growth and development, personal hygiene.

Prerequisite: None

Lecture: 4

Transferability:

SFU - PE 360 = pending

UBC - PE 360 = Phed (1.5) (Precludes Phed 352)

UVic - PE 360 = PE. 200 level (1.5)

Offered: TBA

performing arts**PFA 101 Arts and Culture In Canada 3 credits**

A study of the arts in Canada and their relationship with society. The history of the arts in Canada will be examined with an emphasis on the contemporary period. Important individuals, groups, and organizations in all artistic areas will be discussed with a concentration on current problems and issues such as independence, identity, and funding.

Prerequisite: None

Lecture: 4

Transferability:

SFU - PFA 101 = G.E. FPA (3)

UBC - PFA 101 = no transfer credit

UVic - PFA 101 = F.A. (1.5) 100 level

Offered: Spring

PFA 102 The Arts In Western Civilization 3 credits

A historical survey of the fine and performing arts in the West. Theatre, music, dance, the visual arts, and the electronic media will be examined within a general framework of political, economic and social history. Selected representative works from each stylistic period will be studied and changing ideas of aesthetics through history will be discussed.

Prerequisite: None

Lecture: 4

Transferability:

SFU - PFA 102 = FPA (3)

UBC - PFA 102 = no transfer credit

UVic - PFA 102 = F.A. (1.5) 100 level

Offered: Fall

physics

Students must bring a copy of their transcript(s) to registration as proof of prerequisite course requirements. Transcripts on file in the Office of the Registrar will not be released or photocopied.

Students who intend to major in physics or pursue the honours program must consult the calendar and transfer guide of the receiving institution. Course equivalencies from institution to institution and grades received may influence transferability. Physics major or honours core courses: PHY 110 and 210 or PHY 100 and 200, PHY 321, 322, 420 and 421, CHE 110 and 210, MAT 120 and 220, 232, 321, 421, 440.

***NOTE for UBC:** The four semester program in physics at Douglas does not completely match the first

two years of the UBC Physics Major Program: Douglas does not have formal transfer credit to Physics 216 (2) at UBC. During their third year program at the University, students can make up the deficiency. Those intending to honour physics at UBC are advised to transfer after completing two semesters at Douglas.

***NOTE for SFU:** The major and honours programs at SFU are identical up to the end of the fourth level (semester). Students proceeding to SFU after having completed the four semester physics program at Douglas will be lacking the equivalent of PHYS 211 but will carry transfer for PHYS 344 (3) plus two units of un-assigned credit. **PHYS 100/200 with grade of A or B = PHYS 101, 102, 130 (8) PHYS (2).** ***Consult SFU transfer guide.**

*NOTE for UVic: Students proceeding to UVic after completing the four-semester program at Douglas will lack transfer credit to PHYS 220 and 215; however, these courses can be taken during the third year program at the University. Those intending to honour in physics at UVic are advised to transfer after completing two semesters at Douglas during which they complete PHY 110 and PHY 210. **PHYS 100/200 credit varies with grade.** *Consult UVIC transfer guide.

PHY 100 Introductory General Physics I **5 credits**

This is a non-calculus based course for students with a maximum background of Physics 11 prior to entering Douglas College. Topics covered include: vectors, particle kinematics and dynamics, work and energy, momentum, rotational motion, statics, vibratory motion and waves.

Prerequisite: Math 12 (Algebra 12) and either Physics 11 or Phy 104 or Instructor Permission

Lecture: 4; Laboratory: 3

Transferability:

SFU - PHY 100 = Phys 100 (3) Phys (2) *See NOTE

UBC - PHY 100/200 = Phys 110 (3)

UVic - PHY 100/200 = Phys 102 (3) *See NOTE

Offered: Fall and Spring

PHY 104 A Preparatory Course in Physics **5 credits**

This course designed primarily for students who intend to pursue technology studies. It can also serve as prerequisite for the university transfer courses PHY 100 or 200. The areas to be covered are mechanics (vectors; statics; one-dimensional kinematics and dynamics; work, energy and power; simple machines; circular motion; hydrostatics), heat (temperature; thermal properties of matter) and electricity (electrostatics; direct current concepts and circuits).

Prerequisite: Math 11 (Algebra 11)

Lecture: 4; Laboratory: 3

No transfer credit

Offered: Fall and Spring

PHY 110 Mechanics **5 credits**

This is a calculus based course. Topics in the course include vectors; particle kinematics and dynamics; momentum; work, energy and power; motion of systems; rotational motion; statics; periodic motion; wave motion.

Prerequisite: Math 12 (Algebra 12) and Physics 12

MAT 120 must precede or be taken concurrently

Lecture: 3; Laboratory: 3; Tutorial: 1

Transferability:

SFU - PHY 110 = Phys 120 (3) Phys (2)

UBC - PHY 110/210 = Phys 115 (3)

UVic - PHY 110/210 = Phys 110/120 (3)

PHY 110 = Phys (1.5) 100 level

Offered: Fall

PHY 170 Statics **3 credits**

This course examines the principles of statics with an emphasis on free-body diagrams to analyze practical mechanics problems. Topics include systems of forces acting on rigid bodies; equilibrium; centers of gravity; analysis of structures; friction. The course is intended for applied sciences (engineering) students.

Prerequisites: Math 12 (Algebra 12) or equiv. and Physics 12. MAT 120 must precede or be taken concurrently

Lecture: 3; Laboratory: 2;

Transferability:

SFU - PHY 170 = Math 262 (3)

UBC - PHY 170 = Phys 170 (1)

UVic - PHY 170 = no transfer credit

Offered: TBA

PHY 175 Dynamics **3 credits**

This course examines the principles of kinematics; kinetics of particles and rigid bodies; plane motion of rigid bodies; gravitational systems and elementary orbital motion. Analysis of practical problems will involve an emphasis on free-body diagrams.

Prerequisites: PHY 170 MAT 220 is a corequisite

Lecture: 3; Laboratory: 2;

Transferability:

SFU - PHY 175 = Math 263 (3)

UBC - PHY 175 = no transfer credit

UVic - PHY 175 = no transfer credit

Offered: TBA

PHY 200 Introductory General Physics II **5 credits**

This is a non-calculus based course. Topics covered include: temperature, thermal properties of matter, gas laws, introduction to thermodynamics, electrostatics, direct current circuits, magnetic force and field, electromagnetic induction, geometric and physical optics.

Prerequisite: PHY 100 (or Math 12 (Algebra 12) with either Physics 11 or PHY 104 and Instructor Permission)

Lecture: 4; Laboratory: 3

Transferability:

SFU - PHY 200 = Phys 100 (3), Phys 130 (2) *See NOTE

UBC - PHY 100/200 = Phys 110 (3)

UVic - PHY 100/200 = Phys 102 (3) *See NOTE

Offered: Spring

PHY 210 Heat, Electricity and Magnetism, and Light **5 credits**

This is a calculus based course. Topics include temperature; gas laws; heat capacities; thermal properties and processes; thermodynamics; electrostatics; direct current circuits; magnetic force and field; electromagnetic induction; wave nature of light; geometric optics; polarization of light; interference and diffraction. Prerequisite: PHY 110 (or PHY 100 with A or B grade and permission) and MAT 120. MAT 220 should be taken concurrently

Lecture: 3; Laboratory: 3; Tutorial: 1

Transferability:

SFU - PHY 210 = Phys 121 (3) Phys 131 (2)

UBC - PHY 110/210 = Phys 115 (3)

UVic - PHY 110/210 = Phys 110/120 (3)
PHY 210 = Phys (1.5) at 100 level

Offered: Spring

PHY 321 Laboratory in Contemporary Physics **2 credits**

This laboratory course consists of experiments mainly in heat (thermometry, heat transfer, specific heat, vapour pressure); in addition there are experiments dealing with electric circuit concepts, an introduction to semiconductors, some atomic physics, electric and magnetic fields and the application of statistics to data analysis. Also, there are lectures and demonstrations on instrumentation and measurement.

Prerequisite: PHY 210 (or PHY 100 and 200 with A or B average or permission). PHY 322 should be taken concurrently.

Laboratory: 3

Transferability:

SFU - PHY 321 = Phys 233 (2)

UBC - PHY 321/322 = Phys 213 (2) PHY 321/421
Phys (1)

UVic - PHY 321/322 = Phys 217 (1.5)

Offered: TBA

PHY 322 Heat and Thermodynamics **3 credits**

Topics to be covered in this course include: thermal properties of matter, kinetic theory of gases, laws of thermodynamics, thermodynamic potentials, and introduction to statistical mechanics

Prerequisites: PHY 210 (or PHY 100 and PHY 200 with

A or B average or permission) MAT 321 must precede or be taken concurrently. PHY 321 should be taken concurrently.

Lecture: 3; Tutorial: 1

Transferability:

SFU - PHY 322 = Phys 344 (3)

UBC - PHY 321/322 = Phys 213 (2)

UVic - PHY 321/322 = Phys 217 (1.5)

Offered: TBA

PHY 420 Intermediate Electricity **3 credits**

Topics in this course include electrostatic force and field, electric potential, capacitance and dielectrics, direct-current circuits, magnetic field, electromagnetic induction, magnetic properties of materials, alternating-current circuits, conductivity and semiconductor devices.

Prerequisites: PHY 210 (or PHY 100 and 200 with A or B average or permission). MAT 321 must precede or be taken concurrently. PHY 421 should be taken concurrently.

Lecture: 3; Tutorial: 1

Transferability:

SFU - PHY 420 = Phys 221 (3)

UBC - PHY 420/421 = Phys 215 (2)

UVic - PHY 420/421 = Phys 214 (1.5)

Offered: TBA

PHY 421 Laboratory in Electric Circuits **2 credits**

This laboratory course consists of experiments on the operation and application of an oscilloscope, alternating current circuits, and the transistor. In addition, there are lectures and demonstrations on instrumentation and measurement.

Prerequisite: PHY 210 (or PHY 100 and 200 with A or B average or permission.) PHY 420 must precede or be taken concurrently.

Laboratory: 3

Transferability:

SFU - PHY 421 = Phys 234 (2)

UBC - PHY 420/421 = Phys 215 (2) PHY 321/421 =
Phys (1)

UVic - PHY 420/421 = Phys 214 (1.5)

Offered: TBA

political science

The purpose of studying politics is to permit the individual student to develop a critical awareness, understanding, and analysis of contemporary political institutions and processes that affect his or her own life. The primary goal of the discipline of Political Science is to assist the personal growth and development of the individual student as a life long member of political society.

To do this, students may choose to investigate the structures and roles of government at the federal, provincial, local and international levels. Basic processes such as elections, voting behaviour, political parties, and policy making are examined. Contemporary political issues that affect our daily lives are also part of our study, whether international or national in scope. In addition, students have an opportunity to investigate underlying political phenomena such as political philosophy, ethics, morality, and ideology.

POL 110 Ideology and Politics 3 credits

This course examines major ideologies, including capitalism, democratic socialism and different forms of totalitarianism.

Prerequisite: None Lecture: 2; Seminar: 2

Transferability:

SFU - POL 110 = Pol (3)

UBC - POL 110 = Pol 240 (1.5)

UVic - POL 110 = Pol 202 (1.5)

Offered: Fall or Spring

POL 120 Canadian Government 3 credits

This course studies the problems of federal, provincial and municipal governments, with emphasis on Canada's federal nature and its future as a nation.

Prerequisite: None Seminar: 4

Transferability:

SFU - POL 120 = Pol 221 (3)

UBC - POL 120 = Pol 200 (1.5)

UVic - POL 120 = Pol (1.5) 100 level

Offered: Fall and Spring

POL 122 Municipal Government 2 credits

This course examines municipal government, the government level closest to the people, and the environment in which it operates. Special emphasis is placed on the practical aspects of municipal government, particularly as it relates to the role of alderman.

Prerequisite: None Lecture: 2; Seminar: 2

SFU - POL 122 = Pol 252 (3)

UBC - POL 122 = no transfer credit

UVic - POL 122 = no transfer credit

Not offered 1990/91

POL 125 Introduction to Political Science

3 credits

This course presents an overview of basic political concepts and theories, and examines the structures and processes involved in politics and policy-making.

Prerequisite: None Lecture: 2; Seminar: 2

Transferability:

SFU - POL 125 = Pol 100 (3)

UBC - POL 125 = Pol (1.5)

UVic - POL 125 = Pol (1.5) 200 level

Offered: Fall and Spring

POL 130 Soviet Government: Theory and Practice

3 credits

This course explores various theories of Russian and Soviet political culture, the ideological heritage, the formal and informal structure of the Soviet Union and its society, the Soviet federal system and the administration of Soviet society and state.

Prerequisite: None Lecture: 2; Seminar: 2

Transferability:

SFU - POL 130 = Pol. (3)

UBC - POL 130 = Pol (1.5)

UVic - POL 130 = Pol 210 (1.5)

Not offered 1990/91

POL 135 British Columbia Politics 3 credits

This course will examine British Columbia political culture and various elements affecting it, such as early immigration patterns, the primary resource industry, relations with the Federal Government, interest group behaviour, trade union activity, and other relevant topics, such as political party formation and government policy-making.

Prerequisite: None Lecture: 2; Seminar: 2

Transferability:

SFU - POL 135 = Pol (3)

UBC - POL 135 = Pol (1.5)

UVic - POL 135 = Pol (1.5) 100 level

Not offered 1990/91

POL 140 Chinese Government and Politics

3 credits

This course explores a number of topics relating to origin and development of the Chinese communist revolutionary movement, ideology and organization in China, and China's international relations since 1949.

Prerequisite: None Lecture: 2; Tutorial: 2

Transferability:

SFU - POL 140 = Pol. (3)

UBC - POL 140 = Pol (1.5)

UVic - POL 140 = Pol (1.5) 100 level

Not offered 1990/91

POL 150 An Introduction to International Relations 3 credits

Introduction to International Relations is a critical examination of the nature of the international system of states. It analyzes the political, military, cultural, psychological, economic and ideological factors affecting the behavior of states in their mutual relations and the impact of international organizations and technological developments on world politics.

Prerequisite: None

Lecture: 2; Tutorial: 2

Transferability:

SFU - POL 150 = Pol 241 (3)

UBC - POL 150/155 = Pol 260 (3)

UVic - POL 150 = Pol 240 (1.5)

Offered: Fall or Spring

POL 155 Contemporary International Conflict 3 credits

This course studies the nature and causes of international conflict with an examination of contributions derived from research in the disciplines of history, political science, economics, sociology and psychology. Integration of these methods of analysis is attempted.

Prerequisite: None

Lecture: 4

Transferability:

SFU - POL 155 = Pol (3)

UBC - POL 150/155 = Pol 260 (3)

UVic - POL 155 = Pol (1.5) 100 level

Offered: Spring

psychology

The scope of psychology includes every activity that living organisms are capable of performing. Psychology emphasizes the study of observable behavior but is not limited to these things. It studies every life form and at times it is very difficult to distinguish from other disciplines such as biology, physiology, and ethology at one end and sociology, political science, economics and anthropology at the other. This broad scope of psychology makes it both very interesting and very demanding. Certain aspects of psychology strongly emphasize a natural science approach using experimentation and statistics, while others emphasize a humanistic, intuitive approach. Both approaches are part of the domain of psychology. A popular misconception of psychology is that it teaches you how to "manipulate others" or "analyze yourself" or "become a better person". These topics are only a part of the field and most of the subject deals with other areas. Most students find that the scientific emphasis is much more than expected. One thing which will be emphasized is that the applied areas of psychology are based on a great deal of scientific research. Thus, much of the course of study involves learning about this scientific basis for the areas of applied psychology.

NOTE FOR UBC:

1. Students interested in honoring or majoring in Psychology are advised to enroll in PSY 100, 200, 300 and 400 at Douglas.
2. The maximum advance credit permitted in Psychology is 9 units of credit at UBC.
3. Any two of PSY 320, 321, 322, 330, 350, 430, 450 may be transferred to UBC as assigned credit in Psychology, equivalent to Psychology 206 (3 units).

NOTE FOR SFU:

Students interested in honoring or majoring in Psychology are advised to enroll in PSY 100, 200, 300, 307 and 400 at Douglas.

PSY 100 An Introduction to Psychology (I) Basic Psychological Processes 3 credits

Psychology 100 provides an introduction to selected areas in the field of psychology. Emphasis is placed on psychology as a natural sciences (theories, methodology and statistics) and the focus is on the investigation of major basic psychological processes such as sensation, perception, learning, memory, consciousness, the biological foundations of behaviour, and life span development.

Prerequisite: None

Lecture: 4

Transferability:

SFU - PSY 100 = Psyc 100 (3)

UBC - PSY 100 = Psyc (1.5)

PSY 100/200 = Psyc 100 (3)

UVic - PSY 100 = Psyc (1.5)

PSY 100/200 = Psyc 100 (3)

Offered: Fall and Spring

PSY 110 Social Issues - Psychology of Women 3 credits

This is a psychological study of woman's experience. The course examines early female development (cognitive, interpersonal and self-concept development) and explores both the psychological origins and psychological effects of sex roles in an attempt to clarify what the roles are, how they are acquired and how they are maintained. Adult female development is then examined, focusing on the impact of marriage, family, work and aging. Personality development

and mechanisms of change for developing full human potential are also discussed.

Prerequisite: None Lecture: 4

Transferability:

SFU - PSY 110 = Psyc (3)

UBC - PSY 110 = no transfer credit

UVic - PSY 110 = Psyc (1.5) 100 level

Not offered 1990/91

PSY 200 An Introduction to Psychology (II) Basic Psychological Processes 3 credits

Psychology 200 provides an introduction to selected areas in the field of psychology. The focus of the course is on the investigation of major psychological processes such as emotion, motivation, personality, psychological disorders, therapy and social behaviour. Emphasis is placed on psychology as a natural science (theories, methodology, statistics).

Prerequisite: PSY 100 Lecture: 4

Transferability:

SFU - PSY 200 = Psy 102 (3)

UBC - PSY 200 = Psyc (1.5)

PSY 100/200 = Psyc 100 (3)

UVic - PSY 200 = Psyc (1.5) 100 level

PSY 100/200 = Psyc 100 (3)

Offered: Fall and Spring

PSY 220 Introduction to Child Development 3 credits

(For students in Psychiatric Nursing Program only)

This course provides an introduction to developmental psychology and is offered specifically for students enrolled in the Psychiatric Nursing Program. The focus is on the major principles of development from conception to adolescence, and includes contemporary research and theory in areas such as language, learning, personality and intelligence and social behaviour. Practical applications of this body of knowledge to educational settings, childrearing practices and child welfare in general will also be included.

Prerequisite: PSY 100 Lecture: 4

Transferability:

UVic - PSY 220 = PSYC (1.5) 200 level

SFU - PSY 220 = PSY (3)

Offered: Fall and Spring

PSY 300 Statistics and Experimental Psychology 3 credits

This is the first of a two course sequence (see PSY 400) dealing with experimental psychology. It concentrates on teaching the basic statistical methods of analyzing psychological research. Emphasis is placed on dealing with the question, "How do we know the results of a par-

ticular experiment are real and not due to chance factors?"

Prerequisite: PSY 200 Lecture: 2; Laboratory: 3

Transferability:

SFU - PSY 300 = Psyc 210 (3)

UBC - PSY 300 = Psyc (1.5)

PSY 300/400 = Psyc 200 (3)

UVic - PSY 300 = Psyc (1.5) 200 level

Offered: Fall and Spring

PSY 307 History & Philosophy of Psychology 3 credits

The focus of this course is on the historical roots of the major perspectives in contemporary psychology and will include a critical evaluation of the contributions of major individuals as well as the influence of the times in which they lived. Assumptions underlying theory, research and methodology will be examined along with pervasive and recurring issues in psychology (e.g. mind/body, nature/nurture, free will/determinism, etc.)

Prerequisite: PSY 200 Lecture: 4

Transferability:

SFU - PSY 307 = Psyc 207 (3)

UBC - PSY 307 = Psyc (1.5)

UVic - PSY 307 = Psyc (1.5) 200 level

Offered: Fall and Spring

PSY 314 Brain-Behavioral Relationships 3 credits

This is an introduction to human brain-behavioral relationships. Following is an introduction to neural anatomy, selected topics in neuro-psychology will be examined. These topics will include higher intellectual functions, particularly memory, perception and language. Subsequently the effects of brain injuries and the use of cognitive rehabilitation techniques will be considered.

Prerequisite: PSY 200 Lecture: 4

Transferability:

SFU - PSY 314 = Psyc 180 (3)

UBC - PSY 314 = Psyc (1.5)

UVic - PSY 314 = Psyc 215B (1.5)

Offered: TBA

PSY 320 Child Behavior and Development 3 credits

This course provides an introduction to the process of development while concentrating on development from conception to adolescence. This course will focus on major principles of development, descriptive changes in child growth and behaviour, contemporary research and theory in areas such as perception, language, learning, personality, social behavior of children and applications of the research and theory.

Prerequisite: PSY 200 Lecture: 2; Tutorial: 2

Transferability:

SFU - PSY 320 = Psyc 351 (3)

UBC - PSY 320 = Psyc (1.5)

UVic - PSY 320 = Psyc 333A (1.5)

Offered: TBA

PSY 321 Adolescent Psychology 3 credits

This course is a psychological study of the adolescent stage of life span development. The major theories and research findings about adolescent development are examined with a view to understanding and addressing the life problems of North American adolescents. Emphasis is placed on the social-cultural context of this developmental stage.

Prerequisite: PSY 200 Lecture: 2; Seminar: 2

Transferability:

SFU - PSY 321 = Psyc 355 (3)

UBC - PSY 321 = Psyc (1.5)

UVic - PSY 321 = Psyc 336 (1.5)

Offered: TBA

PSY 322 Developmental Psychology: Early, Middle and Late Adulthood 3 credits

This course will examine the process of aging in basic areas of psychology: motivation, sensation, perception, physical maturation and cognition. It will also consider both the social implications of aging, as well as our changing values towards death. Solutions to the problems discovered will be explored.

Prerequisite: PSY 200 Lecture: 2; Seminar: 2

Transferability:

SFU - PSY 322 = Psyc 357 (3)

UBC - PSY 322 = Psyc (1.5)

UVic - PSY 322 = Psyc (1.5) 200 level

Offered: TBA

PSY 330 An Introduction to Social Psychology 3 credits

This course studies the individual's behavior within his or her social context, focusing on problems and methods of social psychology at three levels: interpersonal and group behaviour. Topics include interpersonal attraction, perception, social learning and social influence, social roles and status and group processes.

Prerequisite: PSY 200 Lecture: 2; Tutorial: 2

Transferability:

SFU - PSY 330 = Psyc 360 (3)

UBC - PSY 330 = Psyc (1.5)

UVic - PSY 330 = Psyc (1.5) 200 level

PSY 330/430 = Psyc 240 (3)

Offered: TBA

PSY 340 Psychology of Organizations**3 credits**

This course is an introduction to the nature of organizations and an examination of the factors influencing individual functioning in organizational settings. The course emphasizes theories and techniques of psychologists and other behavioral scientists in studying behavior in organizations and in dealing with organizational problems.

Prerequisite: PSY 200

Lecture: 1; Laboratory: 2; Seminar: 1

Transferability:

SFU - PSY 340 = Psyc (3)

UBC - PSY 340 = Psyc (1.5) May not take Psyc 415

UVic - PSY 340 = Psyc (1.5) 200 level

Not offered 1990/91

PSY 350 Conceptual Frameworks of Abnormal Behaviour**3 credits**

This is a theoretical and experimental consideration of personality dynamics and behavior as they relate to a normal-abnormal continuum. A perspective on the concept of abnormality as currently used is sought by considering: effects on major psychological processes; conceptual frameworks from personality theory and cornerstone symptoms related to personal adjustment and psychopathology.

Prerequisite: PSY 200 Lecture: 2; Seminar: 2

Transferability:

SFU - PSY 350 = Psyc 340 (3)

UBC - PSY 350 = Psyc (1.5)

UVic - PSY 350 = Psyc (1.5) 200 level

Offered: Fall and Spring

PSY 360 Cognitive Psychology 3 credits

This course provides an introduction to the psychology of cognition and is concerned with the methods and theories relevant to thinking and related processes. Concept formation, problem solving, reasoning, decision making, and the relation of language to thought will be covered. The influence of individual differences, social factors, artificial intelligence, and biology will be included as well as the practical applications of research in cognition.

Prerequisite: PSY 200 Lecture: 4

Transferability:

SFU - PSY 360 = Psyc 320 (3)

UBC - PSY 360 = Unassigned (1.5)

UVic - PSY 360 = Psyc (1.5) 200 level

Offered: TBA

PSY 365 The Psychology of Learning 3 credits

This course provides an introduction to the psychology of learning and is concerned with the conditions, principles, and theories of learning. Traditional behaviouristic approaches (including Pavlovian and instrumental conditioning) and contemporary learning theories will be covered. The influences of biology and cognitive factors as well as the practical applications of the principles of learning will be included.

Prerequisite: PSY 200 Lecture: 4

Transferability:

SFU - PSY 365 = Psy 302 (3)

UBC - PSY 365 = Unassigned (1.5)

UVic - PSY 365 = Psyc (1.5) 200 level

Offered: TBA

PSY 380 Student Proctoring In Psychology 2 credits

This course provides experience in the administration and analysis of objective quizzes in psychology. Quizzes are handled in an interview situation. Students may also work in small groups, engaging in discussion concerning the understanding of general psychological principles.

*This course is currently under review

PSY 400 General Experimental Psychology 3 credits

This is the second of a two course sequence (see Psy 300) dealing with experimental psychology. It concentrates on the critical analysis and performance of psychological research and involves considerable laboratory work. In this process the research from the various areas of experimental psychology is examined.

Prerequisite: PSY 300 Lecture: 2; Laboratory: 3

Transferability:

SFU - PSY 400 = Psyc 201 (3)

UBC - PSY 400 = Psyc (1.5)

PSY 300/400 = Psyc 200 (3)

UVic - PSY 400 = Psyc 201 (1.5)

Offered: Spring

PSY 430 Social Psychology: Theory and Research 3 credits

A sequel to An Introduction to Social Psychology, this course consists of directed investigation in one area of social psychology which enables students to learn the theoretical explanations of that area more fully. Contemporary social-psychological research methods are utilized in projects investigating the students' area of interest.

Prerequisite: PSY 330 Lecture: 2; Seminar: 2

Transferability:

SFU - PSY 430 = Psyc (3)

UBC - PSY 430 = Psyc (1.5)

UVic - PSY 430 = Psyc (1.5) 200 level

PSY 330/430 = Psyc 240 (3)

Not offered 1990/91

PSY 450 Theories of Psychotherapeutic Intervention 3 credits

This course is an introduction to the broad spectrum of treatment approaches available to emotionally distressed individuals. It is not designed to teach techniques, but rather to acquaint students with existing approaches to therapy and to develop an appreciation for the issues involved in evaluating the effectiveness of psychotherapy.

Prerequisite: PSY 350 Lecture: 2; Seminar: 2

Transferability:

SFU - PSY 450 = Psyc (3)

UBC - PSY 450 = Psyc (1.5) May not take Psyc 401

UVic - PSY 450 = Psyc (1.5) 200 level

Offered: Spring

reading and study skills

Reading and Study Skills assessments, laboratories and tutorials are available to all. Half-semester credit courses are available in the following areas:

RSS 100 Reading Skills for College 1.5 credits

This half-semester course emphasizes improvement of reading comprehension and speed. Skills introduced include previewing, skimming, scanning techniques; reading for research, note taking, and study purposes; and critical comprehension skills such as vocabulary development, locating information skills, main idea and detail. Students are encouraged to develop skills to their own individual, recreational and academic reading needs.

Prerequisite: None

Laboratory: 1; Seminar: 2; Student Directed Learning: 1

No transfer credit

Offered: Fall and Spring

RSS 110 Study Skills for College 1.5 credits

This is a half-semester course in which study skills are demonstrated: listening skills, exam preparation, taking lecture and text notes, time utilization, concentration and remembering, study techniques and the organization of term papers are covered.

Prerequisite: None

Laboratory: 1; Seminar: 2; Student Directed Learning: 1

No transfer credit

Offered: Fall and Spring

science

SCI 106 Introductory Physical Science

5 credits

This course is a basic introduction to physical science with emphasis on experimentation. Topics will include: scientific method, classification, measurement and SI, heat, temperature, light, nature of matter, gases, crystals, motion, energy, electrostatics, electric circuits, atomic structure and mass, ions, oxidation-reduction, chemical equations, electrolysis, molecules, acids and bases, the solar system and eclipses, stars, galaxies, and telescopes. Prerequisite: None (MAT 103 recommended as a corequisite)

Transferability:

SFU - SCI 106 = G.E. Sci (3)

UBC - SCI 106 = no transfer credit

UVic - SCI 106 = Sci (1.5) 100 level - Acceptable as Lab Sci 145 B.Ed (Elem)

May not be used as a prerequisite for Science or on B.Sc.

Not offered 1990/91

SCI 107 Introduction to Environmental Science

5 credits

Within the framework of marine, freshwater and terrestrial ecosystems, this course considers the characteristics of the natural environment and in particular the potential for environmental destruction. Questions such as the disposal of toxic wastes, natural hazards (landslides, volcanic eruptions and earthquakes), resource exploitation and land use planning are discussed with special emphasis, through fieldwork, on the local or regional environment. The course is specifically designed for students with little or no background in science.

Prerequisite: None

Lecture: 4; Laboratory: 1.5; Field experience: 1.5

Transferability:

SFU - SCI 107 = Bisc (3)

UBC - SCI 107 = no transfer credit

UVic - SCI 107 = no transfer credit

Not offered 1990/91

social sciences

SSC140 Human Relations and Organizational Behaviour

3 credits

An introduction to theory and research in the social sciences as they apply to interpersonal relationships, behavior in organizations and the management of human resources are outlined in this course. It provides an opportunity to develop self-awareness and interpersonal skills that contribute to effective functioning in group settings.

Prerequisite: None

Lecture: 2; Laboratory: 1; Seminar: 1; Student Directed Learning: 1

Transferability:

SFU - SSC 140 = Bus 270 (3)

UBC - SSC 140 = Com 292 (1.5)

UVic - SSC 140 = Comm 120 (1.5)

CA - SSC 140 = Organizational Behaviour

Offered: Fall and Spring

SSC 200 Social Sciences Perspectives: Idol or Tool or Lie

3 credits

This course explores the historical and philosophical traditions of the social and behavioral sciences. After a perspective has been gained concerning the assumptions inherent in various social theories, social problems such as mental health, criminology, education, and urbanization, to which social and behavioral scientists address themselves, are re-examined.

Offered on sufficient demand

Prerequisite: Any 100-level course in Social Sciences, or permission of the instructor

Lecture: 4

Transferability:

SFU - SSC 200 = G.E. Soc Sc (3)

UBC - SSC 200 = no transfer credit

UVic - SSC 200 = Soc Sc (1.5) 200 level

Not offered 1990/91

sociology

As one of the social sciences, sociology is a disciplined, intellectual quest for fundamental knowledge of the nature of human interaction. It specifically deals with social groups, their internal forms or modes of organization, the processes that tend to maintain or change these forms of organization and the relationships between groups.

The value of a science of social groups should need little emphasis. Each of us is born into a family group and most of our actions thereafter are performed in our capacity as a member of one group or another. In SOC 125, students become acquainted with the sociological approach as well as with the major areas of interest in sociology. In SOC 135, students are concerned with the major theories of thinkers in sociology and their relevance to modern life. In SOC 145 students are given a perspective on Canadian social life. Above the 100 level, students are able to take courses of specific interest.

Those continuing their studies at SFU should take two courses at the 100 level in sociology or anthropology and three courses above the 100 level in sociology and anthropology.

NOTE: Those planning to attend U.B.C. should take SOC 125 and 135 for credit as U.B.C.'s Sociology 200.

SOC 125 Social Processes 3 credits

Social Processes introduces the student to the general subject matter of sociology. The course develops a perspective on how and why groups form, grow, change and disperse in society. The areas of stability, change, and the exercise of power are examined in light of current social, political and economic conditions. The course attempts to stimulate thought and discussion on contemporary social issues.

Prerequisite: None Lecture: 2; Seminar: 2

Transferability:

SFU - SOC 125 = S.A. 150 (3)

UBC - SOC 125 = Soci (1.5)

SOC 125/135 = Soci 200 (3)

UVic - SOC 125/135 = Soci 100 (1.5)

Offered: Fall and Spring

SOC 135 Introduction to Social Theory 3 credits

This course examines the development of sociological theory and its relevance to the present, both within the confines of the discipline and in life. The main theories, concepts and models of sociology are presented.

Prerequisite: None Lecture: 2; Seminar: 2

Transferability:

SFU - SOC 135 = S.A. 250 (3)

SOC 135 = Soci (1.5)

UBC - SOC 125/135 = Soci 200 (3)

UVic - SOC 135 = Soci 210 (1.5)

Offered: Fall and Spring

SOC 145 Canadian Society 3 credits

This course examines the developmental processes that have brought Canadian Society and its peoples to the present state. Social, legal, political and economic consideration will be developed to analyze both the background and emergent directions of Canadian society.

Prerequisite: None

Lecture: 4

Transferability:

SFU - SOC 145 = S.A. (3)

UBC - SOC 145 = Soci (1.5)

UVic - SOC 145 = Soci 103 (1.5)

Offered: Spring

SOC 230 Ethnic Minorities 3 credits

A sociological introduction to the forms and dynamics of ethnic group relations, and the place of minority groups in the social structure. Using a theoretical and cross-cultural approach, the course will examine current ethnic problems, and deal with the interaction of ethnic minorities and institutional structures such as justice, government, education.

Prerequisite: SOC 125 or 135 Lecture: 2; Seminar: 2

Transferability:

SFU - SOC 230 = S.A. 203 (3)

UBC - SOC 230 = Soci (1.5)

UVic - SOC 230 = Soci (1.5) 200 level

Offered: Spring

SOC 240 The Role of Women In Society 3 credits

This course is a study of women in society, with emphasis on the relationship between changes in their roles and changes in the social structure. Possible future trends are analyzed.

Prerequisite: Any 100 level Sociology course

Lecture: 2; Seminar: 2

Transferability:

SFU - SOC 240 = Soci (3) 200 Div.

UBC - SOC 240 = Soci (1.5)

UVic - SOC 240 = Soci (1.5) 200 level

Offered: Fall

SOC 250 The Role of the Family In Society **3 credits**

This course examines the relationships that develop within and between family groups and attempts to show how these organizations interact with the external social, economic and political environments. Past and current family systems are used as examples to analyze the structure and process of family groups and to evaluate the evolutionary paths taken to the present.

Prerequisite: SOC 125, 135 or 145

Lecture: 4

Transferability:

SFU - SOC 250 = Soci (3) 200 Div.

UBC - SOC 250 = Soci (1.5)

UVic - SOC 250 = Soci (1.5) 200 level

Offered: Spring

SOC 260 Sociological Inquiry **3 credits**

Sociological Inquiry is an investigation of the empirical method employed by sociologists in the collection and validation of data. It includes sampling procedures and quantitative and qualitative analysis of participant and

non-participant observations. Model and paradigm construction introduced.

Prerequisite: SOC 125 or 135 Seminar: 4

Transferability:

SFU - SOC 260 = S.A. 255 (3)

UBC - SOC 260 = Soci (1.5)

UVic - SOC 260 = Soci (1.5) 200 level

Not offered 1990/91

SOC 280 Sociology of Health and Illness **3 credits**

This course examines the sociological and social psychological factors pertaining to health and illness and their relationship to medicine and the health professions.

Prerequisite: SOC 125 or 135 or Instructor Permission

Lecture: 2; Seminar: 2

Transferability:

SFU - SOC 280 = S.A. 218 (3)

UBC - SOC 280 = Soci (1.5)

UVic - SOC 280 = Soci (1.5) 200 level

Offered: Fall

stagecraft

STGE 101 Drafting and Design for the Stage **2 credits**

An introductory course exploring the media of design for the stage. Emphasis is placed on the basic skills of drafting, sketching, and development of stage design techniques.

Prerequisite: None Lecture: 1; Studio: 3

Transferability:

SFU - STGE 101/102 = Tech Thtr (1)

UBC - STGE 101/102/110/120 = Thea 250 (3) or

STGE 101/102 = Thea (1.5)

UVic - STGE 101/102/110/120 = Thea 105 (3)

Offered: Fall

STGE 102 Model Making **1 credit**

A practical course in model making for the stage. Designed to complement Drafting and Design for the Stage, this course covers procedures and techniques of scenic model construction.

Prerequisite: STGE 101 Studio: 2

Transferability:

SFU - STGE 102/101 = Tech Thtr (1)

UBC - STGE 101/102/110/120 = Thea 250 (3) or

STGE 101/102 = Thea (1.5)

UVic - STGE 101/102/110/120 = Thea 105 (3)

Offered: Fall

STGE 103 Scene Construction **2.5 credits**

In this course students will be introduced to the basic techniques and procedures for set construction and set-up. Students will learn the application and use of tools and equipment common to the scene shop and stage including rigging and electrics. Safe working procedures in both the construction and set-up phase will be emphasized.

Prerequisite: STGE 101 Lecture: 1; Laboratory: 3;

Transferability:

SFU - STGE 103 = Fpa 170 (3) Tech Thtr (1)

UBC - STGE 103/120/280 = THTR 150 (3)

UVic - STGE 103/210/280 = Thea 105 (3)

Offered: Spring

STGE 104 Set Painting and Properties **2.5 credits**

This course introduces students to the various techniques of set painting and properties construction. Students will develop basic skills in furniture construction, mask making, and properties management, as well as lay-in, texturing, and three dimensional painting techniques.

Prerequisite: None Laboratory: 1; Seminar: 3;

Transferability:

SFU - STGE 104 = Fpa 170 (3) Tech Thtr (1)

UBC - STGE 104/204/210/280 = THTR 251 (3)

UVic - STGE 104 = Thra (1.5)

STGE 104/111 = Thra 205 (1.5)

Offered: Spring

STGE 110 Lighting I: Principles of Electricity **2 credits**

This course introduces students to the fundamentals and principles of electricity for the stage. Emphasis is placed on a safe, working knowledge of electricity for the stage.

Prerequisite: None Lecture: 1; Shop: 2

Transferability:

SFU - STGE 110 = Tech Thtr (1)

UBC - STGE 101/102/110/120 = Thea 250 (3)

UVic - STGE 101/102/110/120 = Thea 105 (3)

Offered: Fall

STGE 111 Audio Techniques 1: Equipment **2 credits**

This course introduces students to the various audio components common to the performing and visual arts. The design, function and interconnection of sound systems will be studied

Prerequisite: None Lecture: 1; Laboratory: 2;

Transferability:

SFU - STGE 111 = Fpa 170 (3) Tech Thtr (1)

UBC - no transfer credit

UVic - STGE 111 = Thea (1.5)

STGE 111/104 = Thea 205 (1.5)

Offered: Spring

STGE 120 Costumes **1 credit**

This is a practical course introducing students to the wardrobe department. Students will study the techniques of costume construction and will produce a costume for a theatrical production.

Prerequisite: None Laboratory: 3x6

Transferability:

SFU - pending

UBC - STGE 103/120/280 = Thtr 150 (3)

UVic - STGE 101/102/110/120 = Thea 105 (3)

Offered: Fall

STGE 123 The Performing and Visual Arts: Organizational Perspectives **2 credits**

This course is designed to acquaint students with the structures encountered in various types of theatre groups and other organizations for the performing and visual arts. Emphasis is placed on understanding the interrelationships of the arts within the organization, and on the role and potential for creative technicians.

Prerequisite: None

Lecture: 1; Field Experience: 24; Student Directed

Learning:

Transferability:

SFU - pending

UBC - STGE 123/203/204/210 = Thea 250 (3)

UVic - STGE 123 = Thea (1.5) 100 level

Offered: Fall

STGE 201 Design for the Stage **2 credits**

Students in this course will study the elements and principles of design with an emphasis on translating design theory into finished stage designs as renderings and three dimensional models.

Prerequisite: STGE 101 Lecture: 1; Laboratory: 2

Transferability:

SFU - STGE 201 = Tech Thtr (1)

UBC - no transfer credit

UVic - no transfer credit

Offered: Fall

STGE 203 Advanced Scene Construction **2.5 credits**

This is an advanced course in scenic construction techniques and procedures. Students will be encouraged to formulate inventive and creative solutions to basic engineering and structural design problems.

Prerequisite: STGE 103 Lecture: 1; Laboratory: 3

Transferability:

SFU - STGE 203 = Tech Thtr (1)

UBC - STGE 123/203/204/210 = Thea 250 (3)

UVic - STGE 203 = Thea 205 (1.5)

Offered: Fall

STGE 204 Set Painting **2 credits**

This is an intermediate course in scenic painting techniques. With an understanding of basic scenic painting practices, students will move to more advanced techniques such as scale transfers, painting drops, and scrims.

Prerequisite: STGE 104 Lecture: 1; Laboratory: 2

Transferability:

SFU - STGE 204 = Tech Thtr (1)

UBC - STGE 123/203/204/210 = Thea 250 (3)

UVic - STGE 204 = Thea 305 (1.5)

Offered: Fall

STGE 210 Lighting II: Luminaires **2 credits**

Students will become familiar with the function and use of luminaires for the stage. The practical aspects of lighting such as working from a light plot will be studied, as well as the theory of light composition, colour and optics.

Prerequisite: STGE 110 Lecture: 1; Laboratory: 2

Transferability:

SFU - STGE 210 = Tech Thtr (1)

UBC - STGE 123/203/204/210 = Thea 250 (3)

UVic - STGE 210/103/280 = Thea 105 (3)

Offered: Spring

STGE 211 Audio Techniques II: Recording and Reinforcement 2 credits

Students will develop a working knowledge of two and four track recording techniques and audio reinforcement for the stage. Mixing and dubbing techniques, as well as microphone use and speaker placement will be emphasized.

Prerequisite: STGE 111 Lecture: 1; Laboratory: 2

Transferability:

SFU - STGE 211 = Tech Thtr (1)

UBC - no transfer credit

UVic - STGE 211 = Thea 205 (1.5)

Offered: Spring

STGE 280 Production Techniques 3 credits

This is a practical course in theatre production. There will be active involvement as a technician in a college production with an emphasis on pre-production and the running of a show.

Prerequisite: None Laboratory: 6

Transferability:

SFU - STGE 280 = Tech Thtr (3)

UBC - STGE 103/120/111/210 = Thtr 150 (3)

UVic - STGE 280/103/210 = Thea 105 (3)

Offered: Spring

STGE 310 Lighting III: Control Systems & Design 2 credits

Students will become familiar with the various lighting control systems available today including pre-set and memory systems. The design process will also be introduced and students will develop basic light plots and schedules.

Prerequisite: STGE 210 Lecture: 1; Laboratory: 2

Transferability:

SFU - STGE 310 = Tech Thtr (1)

UBC - no transfer credit

UVic - STGE 310 = Thea 205 (1.5)

Offered: Fall

STGE 380 Production Techniques 3 credits

This is a practical course in Theatre Production. There will be active involvement as a technician or department head in a college production. The emphasis of this course is on further development of pre-production skills and responsibilities, as well as the running of a show.

Prerequisite: STGE 280 Laboratory: 6

Transferability:

SFU - considered on request

UBC - STGE 380/480 = Thea 251 (3)

UVic - STGE 380 = THEA 305 (1.5)

Offered: Fall

STGE 400 Advanced Lighting and Audio Design 3 credits

This course is intended for those students wishing to further develop their skills in lighting and audio design through pure design workshops. Students will have the opportunity to develop designs suitable for presentation of portfolio.

Prerequisites: STGE 310, STGE 211

Laboratory: 6

Transferability:

SFU - STGE 400 = Tech Thtr (2)

UBC - no transfer credit

UVic - STGE 400 = Thea (1.5) 300 level

Offered: Spring

STGE 401 Advanced Design and Artistry 3 credits

This course is intended for those students wishing to further develop their skills in stage design and scenic artistry. Students will have the opportunity to develop a body of work suitable for presentation or portfolio.

Prerequisites: STGE 201, STGE 204

Laboratory: 6

Transferability:

SFU - STGE 401 = Tech Thtr (2)

UBC - no transfer credit

UVic - STGE 401 = Thea (1.5) 200 level

Offered: Spring

STGE 403 Technical Direction 2 credits

This is an advanced course in technical direction including advanced construction and rigging techniques. Students will supervise the construction of scenery and properties for inhouse productions.

Prerequisites: STGE 203 Laboratory: 4

Transferability:

SFU - STGE 403 = Tech Thtr (2)

UBC - no transfer credit

UVic - STGE 403 = Thea 305 (1.5)

Offered: Spring

STGE 422 Production and Stage Management 2 credits

Students will become familiar with the role and responsibilities of the production and stage manager. There will be opportunities for students to perform as production or stage managers for in-house productions.

Prerequisites: None Lecture: 1; Laboratory 2

Transferability:

SFU - STGE 422 = Tech Thtr (2)

UBC - STGE 422 = no transfer credit

UVic - STGE 422 = Them (1.5) 200 level

Offered: Spring

STGE 480 Production Techniques 3 credits

This is an advanced course in Theatrical Production. Students will be actively involved in one or more productions with responsibilities ranging from design of sets, costumes, sound and lighting to department heads in properties, electrics, costumes, and sets.

theatre

Students intending to transfer must consult the calendar and transfer guide of the receiving institution for detailed information on course equivalencies. Theatre courses at Douglas College offer students the opportunity to study theatre in a College environment, and to work in a professionally operated theatre. Most of the Theatre Program courses are transferable; thus the Douglas College Theatre Program provides an excellent transition from high school to university studies. The theatre history courses are ideal for those wishing to enhance their background knowledge of theatre, or for those students in other programs who are seeking a complementary transferable arts elective. The wide variety of theatre courses offered provides a sound basis for students who wish to pursue a career in professional, community or education theatre.

Courses marked with an asterisk (*) are open to non-theatre majors.

***THEA 105 History of Theatre I 3 credits**

This is a survey course which covers the major historical periods in theatre from the Greeks to early Tudor drama. Emphasis is placed on the development of Western Theatre through in-depth analysis of selected plays and the theatres of the time.

Prerequisite: None Lecture: 3; Seminar: 1

Transferability:

SFU - THEA 105 = Thtr Hist (3)

UBC - THEA 105/106 = Thea 120 (1.5)

UVic - THEA 105/106 = Thea (3) 100 level

Offered: Fall

***THEA 106 History of Theatre II 3 credits**

This is a survey course which covers the major historical periods in theatre from late Tudor drama to the end of Classicism. Emphasis is placed on the theatres of the times and representative dramatic literature.

Prerequisite: None Lecture: 3; Seminar: 1

Transferability:

SFU - THEA 106 = Thtr Hist (3)

UBC - THEA 106/105 = Thea 120 (1.5)

UVic - THEA 106/105 = Thea (3) 100 level

Offered: Spring

Prerequisite: STGE 380 Laboratory: 6

Transferability:

SFU - considered on request

UBC - pending

UVic - STGE 480 = THEA 305 (1.5)

***THEA 107 Panorama of World Drama: the Restoration to 1875 3 credits**

Students will examine the major historical periods in theatre from the time of the Restoration to 1875. Emphasis will be placed on theatres of the time and representative drama.

Prerequisite: None Lecture: 3; Seminar: 1

Transferability:

SFU - THEA 107 = Thtr Hist (3)

UBC - THEA 107 = Thea (1.5)

UVic - THEA 107 = Thea 200 (1.5)

Not offered 1990/91

***THEA 108 History of Theatre IV 3 credits**

Students will examine theatrical trends and representative dramatic literature from the late 1800s to modern times.

Prerequisite: None Lecture: 3; Seminar: 1

Transferability:

SFU - THEA 108 = Thtr Hist (3)

UBC - THEA 108 = Thea (1.5)

UVic - THEA 108 = Thea 200 level (1.5)

Not offered 1990/91

THEA 110 Basic Acting Techniques 3 credits

This course is an exploration of the actor's inner resources. Students participate in scenes and dramatic exercises with emphasis on sense awareness, improvisation, speech and movement. Since space is limited priority will be given to full time theatre students.

Prerequisite: None Lecture: 1; Laboratory: 6

Transferability:

SFU - THEA 110 = FPA 151 (3)

UBC - THEA 110 = Thea (1.5)

UVic - THEA 110 = Thea (1.5) 100 level

THEA 110/111/171 = Thea 120 (3) & Thea (1.5)

Offered: Fall

THEA 111 Speech for the Stage 3 credits

This course is a practical workshop in voice technique including relaxation, breathing, articulation speech sounds, vocal power and emotional impulse. The course is designed to equip beginning actors with techniques for use of the voice on stage.

Prerequisite: None Lecture: 1; Laboratory: 5

Transferability:

- SFU - THEA 111 = Thtr (studio) (3)
 UBC - THEA 111 = Thea (1.5)
 UVic - THEA 111 = Thea (1.5) 100 level
 THEA 110/111/171 = Thea 120 (3)
 & Thea (1.5) 100 level

Offered: Fall

THEA 121 Applied Theatre & Arts Management **3 credits**

This course is designed to acquaint theatre students with theatrical fields other than acting: lighting, stage management, directing, arts management, set design, and children's theatre.

Prerequisite: None

Lecture: 1; Field experience: 3; Student Directed Learning: 2

Transferability:

- SFU - no credit
 UBC - THEA 121 = Thea (1.5)
 UVic - no transfer credit

Offered: Spring

THEA 140 Stage Design and Scenery Construction **3 credits**

This is a theatre production course covering basic theories and practices in design and construction of stage scenery. Actual work in a production will be included.

(Since space is limited, priority will be given to full time theatre students.)

Prerequisite: None Laboratory: 6

Transferability:

- SFU - THEA 140 = Tech Thtr (3)
 THEA 140/141 = FPA 170 (3) Tech Thtr (1)
 UBC - THEA 140 = Thea (1.5)
 UVic - THEA 140 = Thea (1.5) 100 level
 Not offered 1990/91

THEA 141 Lighting for the Stage **3 credits**

Students in this course will be introduced to the function, control and design of light in the theatre. Students will be involved in the lighting of a production.

Prerequisite: None Lecture: 2; Laboratory: 3

Transferability:

- SFU - THEA 141 = Tech Thtr (3)
 THEA 141/140 = FPA 170 (3) T.T. (1)
 UBC - THEA 141 = no transfer credit
 UVic - THEA 141 = Thea (1.5) 100 level
 Not offered 1990/91

THEA 171 Creative Movement for the Stage **3 credits**

This course is designed to provide student actors with an uninhibited awareness of body control and to instruct them on the use of their bodies as an instrument for conveying the works of a playwright to an audience. Since space is limited, priority will be given to full time theatre students.

Prerequisite: THEA 110 Lecture: 3; Laboratory: 3
 Transferability:

- SFU - THEA 171 = Thtr (studio) (3)
 UBC - THEA 171 = no transfer credit
 UVic - THEA 171 = Thea (1.5) 100 level
 THEA 110/111/171 = Thea 120 (3)
 & Thea (1.5) 100 level

Offered: Fall

THEA 180 Play Production I **3 credits**

This is a practical course in theatre production. There will be active involvement as actor and/or technician in a College production to be performed before a live audience. Emphasis will be placed on rehearsal techniques and students will become familiar with director-performer, stage manager-technician relationships.

Prerequisite: None Laboratory: 6

Transferability:

- SFU - THEA 180 = G.E. Thea (studio) (3)
 UBC - THEA 180 = no transfer credit
 UVic - THEA 180 = no transfer credit
 Offered: Fall

THEA 210 Creating a Role **3 credits**

This is an advanced course in techniques of acting, reading, interpretation and enactment of selected scenes from major works and short plays. Various styles in acting are explored. Techniques of playing comedy, with participation in a major production are covered and emphasis is placed on development of character and ensemble playing.

Prerequisite: THEA 110 or Instructor Permission

Lecture: 1; Laboratory: 6

Transferability:

- SFU - THEA 210 = FPA 152 (3)
 UBC - THEA 210 = Thea (1.5)
 UVic - THEA 210 = Thea (1.5) 200 level
 Offered: Spring

THEA 211 Advanced Speech for the Stage **3 credits**

This is a practical workshop where students practice the basic techniques learned in THEA 111. This course will stress the reading and interpretation of prose, drama and poetry, as well as the use of dialects in performance.

Prerequisite: THEA 111 Lecture: 1; Laboratory: 5

Transferability:

SFU - THEA 211 = Thtr (studio) (3)
 UBC - THEA 211 = no transfer credit
 UVic - THEA 211 = Thea (1.5) 200 level
 Offered: Spring

THEA 240 Advanced Stagecraft 3 credits

Special problems in scene construction and scene painting. Involves rendering of scene designs and constructing models.

Prerequisite: THEA 140 Laboratory: 6

Transferability:

SFU - THEA 240 = GE Thtr (studio) (3)
 UBC - THEA 240 = no transfer credit
 UVic - THEA 240 = no transfer credit
 Not offered 1990/91

THEA 271 Advanced Problems In Stage Movement 3 credits

This course is designed to further develop the students awareness of body control and to instruct them on the use of their bodies as expressive instruments in stage work. Work in dance techniques and stylized movement is also included.

Prerequisite: THEA 171 Corequisite: THEA 210
 Lecture: 3; Laboratory 3

Transferability:

SFU - THEA 271 = Thtr (studio) (3)
 UBC - THEA 271 = no transfer credit
 UVic - THEA 271 = Thea (1.5) 200 level
 Offered: Spring

THEA 280 Play Production II 3 credits

This is a practical course in theatre production. There will be active involvement as actor and/or technician in a College production performed before a live audience. Exposure to problems involved with performance is an integral factor and students will assume responsibilities for various theatrical tasks.

Prerequisite: THEA 180 Laboratory: 6
 No transfer credit Offered: Spring

THEA 310 Advanced Acting 3 credits

This is an advanced course in acting which will focus on various styles from Greek tragedy to the epic theatre of

Berthold Brecht. Students will participate in appropriate scenes and/or short plays and will continue to work on scene analysis and role development.

Prerequisite: THEA 210 Lecture: 1; Laboratory: 5
Transferability:

SFU - THEA 310 = Thtr (studio) (3)
 UBC - THEA 310 = Thea (1.5)
 UVic - THEA 310 = Thea (1.5) 200 level
 Offered: Fall

THEA 380 Play Production III 3 credits

This is a practical course in theatre production. There will be active involvement as actor and/or technician in a College production performed before a live audience. Exposure to problems involved with performance is an integral factor and students will assume responsibilities for various theatrical tasks.

Prerequisite: THEA 280 Laboratory: 6
 No transfer credit Offered: Fall

THEA 410 Advanced Acting II: The Actor and The Production 3 credits

This is an advanced course in acting which will focus on the actor as part of a total production. Students will continue to work on characterization and role development by participating in a one-act or full-length play.

Prerequisite: THEA 310 Lecture: 1; Laboratory: 5
Transferability:

SFU - THEA 410 = Thtr (studio) (3)
 UBC - THEA 410 = Thea (1.5)
 UVic - THEA 410 = Thea (1.5) 200 level
 Offered: Spring

THEA 480 Play Production IV 3 credits

This is a practical course in theatre production. There will be active involvement as actor and/or technician in a College production performed before a live audience. Exposure to problems involved with performance is an integral factor and students will assume responsibilities for various theatrical tasks.

Prerequisite: THEA 380 Laboratory: 6
 No transfer credit Offered: Spring

therapeutic recreation

These courses are only for those students enrolled in the Therapeutic Recreation program. Course selection may vary subject to the date of entry into the program.

TRT 100 Recreation Integration 3 credits

This course is designed to provide the therapeutic recreation student with the opportunity to examine how personal and societal ideologies influence human service systems. The concepts of normalization and integration are examined and applied to the recreation integration process. Emphasis is placed on the promotion of community-based leisure services for disabled persons.

Prerequisite: None

Lecture/Discussion: 60 hrs. per semester

No transfer credit

Offered: Fall semester for FT program; various times for PT program

TRT 101 Introduction to Therapeutic Recreation 3 credits

This course provides the student with the basic concepts necessary for formulating a philosophical and theoretical foundation in therapeutic recreation. The focus is on understanding the concepts of leisure. The student will apply the leisurability model and various assessment techniques used in assisting clients to develop an appropriate leisure lifestyle.

Prerequisite: None

Lecture/Discussion: 60 hrs. per semester

No transfer credit

Offered: Fall semester for FT programs; various times for PT program

TRT 102 Human Growth and Development 3 credits

This course is designed to provide the therapeutic recreation student with a basic understanding of normal cognitive, physical and psychosocial growth and development from conception to adulthood. The student will apply recreation to meet the individual's growth and development needs.

Prerequisite: None

Lecture/Discussion: 60 hrs per semester

No transfer credit

Offered: Fall semester for FT program; various times for PT program

TRT 201 Disabling Conditions I 3 credits

This course provides an overview of the etiology prognosis and treatment of the most prevalent physical disabilities. Therapeutic recreation principles and practices

are applied to achieving a quality of life style for physically disabled individuals.

Prerequisite: TRT 102, BIO 105

Lecture/Discussion: 60 hrs per semester

No transfer credit

Offered: Spring semester for FT program; various times for PT program

TRT 202 Disabling Conditions II 3 credits

This course describes the prevalence, cause, characteristics and treatment of specific developmental and psychological impairments. Therapeutic recreation principles and practices are applied to achieving a quality of lifestyle for developmentally and psychologically disabled individuals.

Prerequisite: TRT 102, BIO 105

Lecture/Discussion: 60 hrs per semester

No transfer credit

Offered: Spring semester for FT program, various times for PT program

TRT 203 Helping Skills for Therapeutic Recreation Practitioners 3 credits

This course is designed to provide the therapeutic recreation student with an understanding of the variables and dynamics involved in a therapeutic relationship. Self-awareness, helping skills, leadership styles and group dynamics will be examined as they relate to therapeutic recreation.

Prerequisite: None

Lecture: 50 hrs per semester; Seminar: 10 hrs per semester

No transfer credit

Offered: Spring semester for FT program, various times for PT program

TRT 215 Therapeutic Recreation: Fitness Leadership Skills 2 credits

This course prepares the student to plan, implement, and evaluate therapeutic recreation programming involving fitness, assessment procedures, the design of personal fitness programs, weight control, fitness class leadership and promotion. Application and adaptation of fitness principles for disabled individuals and older adults will be emphasized.

Prerequisite: TRT 101, TRT 102, BIO 105

Lecture/Practice: 40 hrs per semester

No transfer credit

Offered: Spring semester for FT program, various times for PT program

TRT 280 Therapeutic Recreation: Practicum II **8 credits**

Students will assist in client assessment, program planning and in leading activities. The practicum is in module form.

Prerequisite: TRT 180, 100, 103

Field Experience: 280 hours per semester

For PT students in the old certificate program only.

TRT 281 Therapeutic Recreation: Practicum I **4 credits**

This course will introduce the student to the field of therapeutic recreation. The focus will be on understanding the agency, the needs of the client population and the role therapeutic recreation plays in their lives. Students will develop basic helping skills and leadership techniques.

Prerequisite: All TRT 100 level courses

Seminar: 10 hrs per semester; Practicum: 150 hrs per semester

No transfer credit

Offered: Spring semester for FT program, various times for PT program

TRT 302 Therapeutic Recreation: Leisure and Aging **3 credits**

This course provides the Therapeutic Recreation student with a basis for examining the relationship between leisure and aging. Characteristics of aging, theories of aging and disorders associated with aging will be examined and applied to the delivery of a continuum of leisure services.

Prerequisite: TRT 281

Lecture/Discussion: 60 hrs per semester

No transfer credit

Offered: Fall semester for FT program, various times for PT program

TRT 304 Therapeutic Recreation: Process & Program Planning **3 credits**

This course applies the principles and procedures of therapeutic recreation program design. Client assessment, individual and group program plans, and activity and task analysis will be applied to therapeutic recreation program planning, implementing and evaluation.

Prerequisite: TRT 281

Lecture/Discussion: 60 hrs per semester

No transfer credit

Offered: Fall semester for FT program, various times for PT program

TRT 315 Therapeutic Recreation: Physical Activity Skills **3 credits**

This course prepares the student to organize, implement and evaluate therapeutic recreation physical activities involving selected team sports, dual/pair activities, individual sports, dance, aquatics and perceptual motor activities. Activity and task analysis, motor learning, adaptation and leadership will be emphasized.

Prerequisite: TRT 205, TRT 281

Lecture/Practice: 60 hrs per semester

No transfer credit

Offered: Fall semester for FT program, various times for PT program

TRT 317 Therapeutic Recreation: Arts and Crafts **2 credits**

This course is designed to introduce the student to the concepts of arts and crafts and the handling of various art supplies. The student will learn to design simple crafts, apply adaptive aids, and locate and utilize available materials to assist special needs groups.

Prerequisite: TRT 281

Lecture/Discussion/Demonstration/Practice: 40 hrs per semester

No transfer credit

Offered: Fall semester for FT program, various times for PT program

TRT 380 Therapeutic Recreation: Practicum III **6 credits**

The student will plan and implement recreation programs for client(s). Client assessment, activity adaptation and evaluation techniques will be utilized in this practicum.

Prerequisite: TRT 280, 180, 103, 100

Field Experience: 200 hours per semester

Seminar: 20 hours per semester

No transfer credit

For PT students in the old certificate program only.

TRT 381 Therapeutic Recreation: Practicum II **5 credits**

In this practicum the student will apply client assessment techniques, activity analysis and selection, and individual and group program planning. The student will continue to develop recreation leadership and professional skills acquired in TRT 281.

Prerequisite: TRT 281

Seminar: 15 hrs per semester

Practicum: 185 hrs per semester

No transfer credit

Offered: Fall semester for FT program, various times for PT program

TRT 403 Leisure Education**3 credits**

This course identifies leisure education as an emerging trend within the therapeutic recreation service system. The philosophies, goals, assessment and facilitation techniques of a variety of leisure education models will be explored.

Prerequisite: TRT 381, TRT 203

Lecture/Discussion: 60 hrs per semester

No transfer credit

Offered: Spring semester for FT program, various times for PT program

TRT 404 Therapeutic Recreation: Advanced Program Planning**3 credits**

This course applies the principles of program management to the delivery of therapeutic recreation services. Advanced program planning, department policies and procedures, and fiscal, personnel and volunteer management will be applied to the therapeutic recreation process.

Prerequisite: TRT 304, TRT 381

Lecture/Discussion: 60 hrs per semester

No transfer credit

Offered: Spring semester for FT program, various times for PT program

TRT 407 Therapeutic Recreation: Crafts and Drama**3 credits**

This course continues to develop the concepts taught in TRT 307 with emphasis on the therapeutic process involved in designing crafts to meet individual and group needs. Assessment, planning, evaluation, adaptation and leadership styles will be discussed for more complex crafts. Drama concepts are developed in relation to leadership and the therapeutic recreation process.

Prerequisite: TRT 317, TRT 381

Lecture/Discussion/Demonstration/Practice: 60 hrs per semester

No transfer credit

Offered: Spring semester for FT program, various times for PT program

TRT 480 Therapeutic Recreation: Practicum III**6 credits**

In this practicum the student will continue to develop the ability to assess clients and write individual program plans; design, implement and analyze therapeutic recreation programs; and apply effective leadership and professional skills. The student will also examine the administrative practices of a therapeutic recreation service.

Prerequisite: TRT 381

Seminar: 20 hrs per semester; Practicum: 220 hrs per semester

No transfer credit

Offered: Spring semester for FT program, various times for PT program

visual language interpreter training

Specific course information is not available at this time due to review and revisions within the program. Students may contact Student Services at 527-5486 to obtain further information.

Program content places a heavy emphasis on instruction in American Sign Language (ASL) & Deaf culture. Other courses include: interpreting theory, English to ASL and ASL to English interpreting, education interpreting, practicums, communications (COM 110) and

linguistics (MODL 180).

COM 110 - Practical Communications for Career Students and MODL 180, Introduction to Linguistics can be taken prior to acceptance into the VLIT program. Students can check with Student Services or the Registrar's office for further information about how to access these courses.

**faculty
staff
administration
college board
&
advisory committees**

❖ COLLEGE BOARD ❖

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Dip. Professional Purchasing
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B.A.A. (Ryerson Polytechnical Institute)
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Certified General Accountant
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- POWER, Lynn** Executive Secretary to the Dean,
Academic Division and Dean, Applied Programs
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- ZIMMERMAN, Lillian** Chair, Community Programs and
B.A. (Simon Fraser), M.S.W. (British Columbia) Services

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A.R.C.T., B.Mus. (British Columbia), M.Mus. (British Columbia)
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- BEND, Roberta** Psychiatric Nursing
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Dip. Teaching & Supervision (Manitoba)
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Extended Studies Diploma Gerontology (Simon Fraser)
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O.T., R.N., Dip. in Nursing Ed. (Western Ontario)
- FARRELL, John Terrance** Political Science
B.A. (Carleton), M.A., Ph.D. (McMaster)
- FERGUSON, Jack** Criminology
C.D., A.Crim. (Douglas College), B.A. (Simon Fraser)
M.Phil (Cambridge)
- FISHER, Blair** Music
B.Music (Victoria), M.Music (Miami)
- FORSYTHE, Linda** Prison Education
B.A. (Simon Fraser)
- FOULDS, Simon J.** Anthropology
B.A. (hons), M.A. (Simon Fraser), A.L.A.M., Ph.D. (British Columbia)
- FOURNIER, Raymond** Psychiatric Nursing
R.P.N.
- FOURNIER, Rose Marie** Community Programmer
B.Sc.N., M.A. (British Columbia)
- FRASER, Gall** English
B.A., M.A., Ph.D. (British Columbia)
- FRASER, Susan** Early Childhood Education
M.A., M.Ed. (British Columbia)
- FROST, Shirley Ann** Communications
B.A., M.Ed. (British Columbia), M.A. (Simon Fraser)
- FULTON, Cynthia** Criminology
B.A. (British Columbia), L.L.B. (Victoria)
- GERVASIO, Wilhelmina** Nursing
B.S.N. (Far Eastern Univ., Manila)
- GILLIATT, Ruth** Nursing
R.N., B.Ed. (British Columbia)
- GILMORE, Berenice** Prison Education
Teaching Cert. (Notts, England), B.A. (Simon Fraser)
- GIRARD, J.L. (John)** Computing Science/Mathematics
Diploma in Electrical Technology (Ryerson)
B.Sc., M.Sc. (British Columbia)
- GLOFCHESKIE, John** Music
A.R.T.C. (Toronto), B.Mus., M.A. (Western Ontario)
- GOLDIE, Norma** Nursing
R.N., B.Sc. (British Columbia)
- GORDON, Marie G.** Counselling
B.Ed., M.A. (British Columbia)
- GOWAN, Nancy** Psychiatric Nursing
R.N., B.S.N., M.Ed. (Victoria)
- GREATHOUSE, Susan** Nursing
R.N., B.Nur. (Calgary)
- GREENHOW, Janet Wilson** Nursing
R.N., B.S.N. (British Columbia)
- GRESKO, Jacqueline** History
B.A. (Hons) (British Columbia), M.A. (Carleton)

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|---|--|---|--|
| GRISWOLD, Irene E.
C.G.A. (British Columbia) | Accounting | KERRY, Shirley
B.S.N., M.Ed. (British Columbia) | Nursing |
| GUNDERSON, Jean F.
R.P.N., R.N., B.S.N. (Victoria) | Psychiatric Nursing | KIDD, Norma
B.Ed. (British Columbia) | Developmental Studies |
| HAHN, Jackie
Dip. Psy. Nursing (Switzerland) R.N. | Nursing | KIRKHAM, Lorna Jeanne
Dip. (St. Joseph's Academy), R.S.W. | Community Social Service
Worker Program |
| HARMS, Albert
B.Sc. Eng. (Manitoba), P. Eng. | Mathematics | LADBROOK, Sherry Pamela
B.A., B.Ed. (Dalhousie), M.Ed. (Mt. St. Vincent) | Reading & Study Skills |
| HAZELL, John Alwyn
B.Sc., M.Sc. (Toronto) | Mathematics | LAND, Connie
B.Ed. (Alberta), M.B.A. (Washington) | Business |
| HEATON, Joyce
R.N., B.Sc.N. (British Columbia) | Psychiatric Nursing | LONDON, Bruce
B.S.C. (Utah), M.S., Ph.D. (Rutgers) | Psychology |
| HELEWKA, Anna
R.N., B.S.N. (British Columbia) | Psychiatric Nursing | LAWSON, Alan
B.A.Sc. (British Columbia), P.Eng. | Mathematics |
| HENDERSON, Peter James
M.B.A. (Simon Fraser), C.G.A. | Accounting | LEAVENS, Lynn Roger
B.S. (North Dakota), M.B.A. (Oregon) | Marketing |
| HILL, Marlan
B.A. (British Columbia), M.A. (Simon Fraser) | Office Administration | LEONARD, Frank
B.A. (hons) (British Columbia), M.A. (Toronto), Ph.D. (York) | History |
| HODGSON, Maurice J.
B.A. (Memorial), M.A. (British Columbia), Ph.D. (Essex) | Creative Writing | LESLIE, Murray
B.A. (hons) (Western Ontario) | Economics |
| HOPPE, Margaret
B.A. (Western Ontario), M.Ed. (British Columbia) | English as a Second Language | LEWTHWAITE, Marilyn
R.N., B.S.N. (British Columbia) | Nursing |
| HOSHINA, Tatsuo
Dip. Acad. Vocal Arts (Curtis Inst. of Music),
B.Sc. (Lebanon Valley College), M.Mus. (British Columbia) | Music | LOBO, Kenneth
B.Sc. (hons.) (Bombay), B.Sc. (hons.) (Southampton), Ph.D. (McGill) | Biology |
| HRUSHOWY, Eugene
B.A. (British Columbia) | Child & Youth Care Counsellor | LOEWEN, Gladys Anne
B.A. (Tabor), M.Ed. (British Columbia) | Disabled Student Services |
| HUNTER, Kathleen A. Heggie
B.A. (Saskatchewan), L.L.B. (Dalhousie) | Criminology | LOVE, Rosemary
B.A. (McGill), Dip. Education (Concordia),
Dip. Special Education (McGill), M.A. (British Columbia) | Community Support Worker |
| IAQUINTA, Maria
B.A. (McGill), M.A. (British Columbia) | Disabled Student Services | MABARDI, Sabine
B.A. (Simon Fraser) | Modern Languages |
| JAMES, Edwin [Ted]
B.A. (hons) (Reading, U.K.), M.A. (British Columbia)
p.g.c.e. (Exeter, U.K.) | Developmental Studies | MACBEAN, Valerie Ann
R.N., B.S.N. (Saskatchewan), B.A., M.A. (Arizona) | Psychology |
| JOHNSON, Chris
B.Ed. (McGill), M.A. (Simon Fraser) | Physical Education | MACKOFF, Randy
B.A., M.A. (British Columbia) | Criminology |
| JOHNSON, Frances E.
B.S.N. (Saskatchewan) | Nursing | MAIN, William
B.A., M.A. (British Columbia) | English |
| JOHNSON, Mary Irene
R.N. | Psychiatric Nursing | MAISONVILLE, Paula M.
B.Sc.N., M.Ed. (British Columbia) | Psychiatric Nursing |
| JOLLEY, Edmund Joseph
B.Sc. (Carleton), M.A. (British Columbia) | Physics | MALBY, George
B.A.Sc. (Waterloo), M.B.A. (British Columbia) | Business |
| JONES, Daniel
R.N. (London), Teachers Diploma (London)
Masters (Surrey) | Psychiatric Nursing | MALNARICH, Gillies
B.A. (British Columbia) | Developmental Studies |
| JONES, Dorothy E.
B.Ed. (Alberta), M.A. (Washington) | Theatre | MANSFIELD, Nicholas James
B.A. (hons), M.A. (Simon Fraser) | Sociology |
| JOYCE, Ian Thomas
B.Sc. (hons) (Glasgow), M.A. (Simon Fraser) | Geography | MARRS, Brian
B.A., M.A. (British Columbia) | English |
| JOYCE, Thomas
B.A. (McMaster), M.A. (Acadia), Ph.D. (Alberta) | English | MATTHEWS, Mary M.
B.A. (Victoria), M.L.S. (British Columbia) | Library |
| KASSAM, Firoz
L.L.B. (East Africa), L.L.B. (British Columbia)
L.L.M. (London) | Business | MCCASLIN, Susan
B.A. (Washington), M.A. (Simon Fraser), Ph.D. (British Columbia) | English |
| KELLMAN, Martha
R.N. (Ryerson), B.S.N. (Victoria) | Psychiatric Nursing | MCDONALD, Dan
B.P.E. (Lakehead) | Therapeutic Recreation |
| KENWARD, Laurie
B.A. (Notre Dame) | Health Information Services Program | MCGILVER, Charles Jude [Jay]
B.A., M.A. (British Columbia) | Psychology |
| | | MCINDOE, Katherine I.
R.N., B.S.N. (hons), M.S.N. (British Columbia) | Nursing |

- MCKINLEY, Shirley Jean** Nursing
M.A. (Ed) (Simon Fraser), R.N., B.S.N. (McGill)
- MCMILLAN, Alan Daniel** Anthropology
B.A. (Saskatchewan), M.A. (British Columbia)
- MEAGHER, Margaret** Dental
D.N. (New Zealand), C.D.A. (British Columbia)
- MESHAKA-AZAB, Aida** Sociology
B.A. (American University of Cairo) Ph.D. (Alberta)
- MIDGLEY, Rodney** Economics
B.A., M.A. (British Columbia)
- MILLIS, Leonard A.** Biology
B.Sc., M.Sc. (Alberta), Ph.D. (McMaster)
- MIRENDA, Patricia** Consumer Job Preparation/Transition Training
B.A. (South Florida), M.S., Ph.D. (Wisconsin-Madison)
- MOREAU, Louise** Psychiatric Nursing
B.Sc.N. (British Columbia), R.N.
- MORRIS, Elizabeth** Counselling
B.Sc. (Ohio), M.Ed. (Iowa)
- MORRISON, Andrew** Office Administration/Bookkeeping
C.M.A., Instructors Diploma (British Columbia)
- MOSSING, Jeanette M.** Psychiatric Nursing
R.N., B.N. (McGill), M.S.M. (Portland)
- MURPHY, Geraldine** Community Programs
NIVEN, Carol Ann Psychiatric Nursing
B.Sc.N.Ed. (Ottawa), Dip. Ex. Studies in Education (S.F.U.)
- NORMAN, Richard** Community Support Worker
B.Sc. (Maine), M.A. (Memphis)
- OIKE, Nancy** Office Administration
B.Ed. (British Columbia)
- OLEKSUIK, Ann Marie** Nursing
B.S.N. (Saskatchewan)
- O'MALLEY, Beverley** Nursing
B.S.N. (British Columbia)
- PAIGE, Sheila T.** Office Administration
- PARKINSON, Gary** Criminology
B.A., M.A. (Saskatchewan), Ph.D. (British Columbia)
- PATERSON, Geri** Therapeutic Recreation
B.P.E., M.P.E. (British Columbia)
- PEACOCK, Adrienne** Biology
B.Sc. (York), Ph.D. (British Columbia)
- PEERLESS, Elizabeth** Geography
B.A. (hons), M.Sc. (London)
- PERSAD, Hendrick H.** Chemistry
B.Sc., Ph.D. (Alberta)
- PICKERING, Walter** Marketing
B.A., M.A., M.B.A. (Western Ontario)
- PLUMBLEY, Jill** English as a Second Language
B.A. (hons) (London, Eng.), B.Ed. (Brock, Ont.)
- RAINBOW, Marilyn** Nursing
R.N., B.S.N. (Alberta)
- RALSTON, Marjorie** Nursing
R.N., B.S.N., M.S.N. (British Columbia)
- REA, Cornelius** Psychology
B.A., M.A., P.D.P., Ph.D. (Simon Fraser)
- REED, William** Chemistry
B.Sc. (Durham), M.Sc., Ph.D. (British Columbia)
- REYNOLDS, Noreen E.** Nursing
B.Sc. N. (Alberta)
- RITCHIE, John** Nursing
R.N., B.A. (Waterloo Lutheran)
- ROBINSON, Everett T.** Counselling
A.A., B.A., M.A. (California State)
- ROPER, Julie** Therapeutic Recreation
B.A. (Simon Fraser), M.Ed. (Dalhousie)
- RYAN, Robin Ross** Physical Education
B.Ed. (British Columbia), M.Sc. (Alberta)
- SCHAEFER, Valentin Henry** Biology
B.Sc. (McGill), M.Sc. (Toronto), Ph.D. (Simon Fraser)
- SCHIPHORST, Thecla H.** Computer Information Systems
B.G.S. (Simon Fraser), Dip. of Tech. (B.C.I.T.)
- SELMAN, Janice M.** English as a Second Language
B.Ed. (Miami), M.Ed. (British Columbia)
- SHEBIB, Robert A.** Community Social Service Worker
B.A., B.S.W., M.S.W. (Calgary), M.B.A. (Simon Fraser)
- SILVERMAN, Ellen** Music
B.M. (Eastman), M.M. (Syracuse)
- SKIDMORE, Gail E.** Office Administration
B.Ed. (British Columbia)
- SMITH, Cathleen Ann** Early Childhood Education
B.A. (Minnesota), B.S.Ed. (McCaulester), M.A. (Simon Fraser)
- SMITH, Velma** Office Administration
B.Ed., M.Ed. (British Columbia)
- SOPER, Sandra J.** Psychiatric Nursing
B.S.N. (British Columbia)
- STANTON, Ralph** Library
B.A., M.L.S. (British Columbia)
- STRAUSS, Alena** Counselling
B.Sc., M.A. (Toronto)
- STREGGER, Evan** Construction Management
Building Technology Dip. (B.C.I.T.)
- SWANSON, Penelope A.** Library
B.S. (Wisconsin), M.L.S. (British Columbia)
- TAKAHASHI, Juliet** Nursing
R.N., B.S.N. (Manila)
- TARKO, Michel** Psychiatric Nursing
R.P.N. (Manitoba School/Psychiatric Nursing)
B.A. (Manitoba)
- TENNANT, Gary B.** Child & Youth Care Counsellor
B.A., M.S.W. (Manitoba)
- TOMBOULIAN, Larry** Mathematic
B.A. (Cornell) M.Sc. (Minnesota)
- TURNER, Judy** Psychiatric Nursing
R.P.N., R.N., B.Sc. (British Columbia)
- VALLENTGOED, Norma** Psychiatric Nursing
R.P.N., B.A. (Manitoba)
- VAN NIEKERK, Gert** Physical Education
B.A. (Rhodes), M.A. (Alberta)
- WAACK, Henry Albert** Music
A.R.C.T., A.Mus. (Alberta)
- WASSERMAN, Susan** English
B.A., M.A. (British Columbia)
- WEAFER, Linda** Criminology
B.A., M.A. (Simon Fraser)
- WEGNER, Diana** Communications
B.A. (hons) (Manitoba), M.A. (British Columbia)
- WELCH, Steven** Psychology
B.A., M.A., Ph.D. (Manitoba)

WENMAN, Joan M. B.A. (Victoria), M.L.S. (Toronto)	Library	WILSON, Desmond B.Sc. (hons) (Queens, Belfast), M.Sc. (British Columbia)	Geology
WHALLEY, Thomas Randall B.A. (Tokyo), M.A. (British Columbia)	English as a Second Language	WYNESS, Beverly Ann R.N., B.S.N. (Saskatchewan)	Nursing
WILLIAMS, Helene I.D. (British Columbia)	Dental	YOUNG, Drew E. B.A. (British Columbia)	Theatre
WILSON, Calvin Scott B.A., M.S. (Eastern Washington), Ph.D. (British Columbia)	Psychology	YU, Raymond B.Sc. (British Columbia), Dip.Tech. (B.C.I.T.)	Computer Information Systems

Contract Faculty

AGBEMENU, Kwawu Y. B.A. (hons) (Ghana), M.A. (Alberta), Ph.D. (Washington)	Business	BOXRUD, Neal B.S. (Eastern New Mexico), M.B.A. (Nebraska)	Computer Information Systems
ALBERT, Judie B.A. (New York), M.Sc., Ph.D. (McGill)	Psychology	BRADLEY, Sandi M.A. (Conservative Baptist Theological Seminary)	Office Administration
ALLISON, Leslie B.A. (hons.) (Simon Fraser), M.A. (hons.) (British Columbia)	Music	BRAIDEN, Brenda B.S. (Alberta), M.S., Ph.D. (Oregon)	Developmental Studies
ALLWORK, Janet B.A. (hons.) (Simon Fraser), M.A. (hons.) (British Columbia)	English	BRANTER, David B.M., M.M. (Indiana)	Music
ANDERSON, Larry B.Sc., M.S.C. (Utah State), Ph.D. (Wayne State)	Psychology	BRIEMBERG, Mordecai B.A., M.A. (British Columbia)	English as a Second Language
ANDREWS, Frans B.Sc. (British Columbia), M.Sc. (Western Ontario)	Nursing	BRIGGS, Susan B.A., M.A. (British Columbia)	English
ANEKE, Esther B.Sc. (British Columbia), M.Sc. (Western Ontario)	Nursing	BROWN, Diane B.S. (hons.) (Simon Fraser), LL.B. (British Columbia)	Nursing
AYLWARD, Christopher B.A. (Brandon), M.A. (British Columbia)	English	BRULHART, Marilyn B.S.N., M.A. (British Columbia)	English as a Second Language
BACH, Edward B.A. (Brandon), M.A. (British Columbia)	Music	BURDIC, Jeffrey B.S. (hons.) (Simon Fraser), LL.B. (British Columbia)	Business
BARRINGTON, Barrie A.Mus. (Western Board), B.Mus. (Brandon)	Music	BURGESS, Elizabeth B.A. (hons.) (Simon Fraser), LL.B. (British Columbia)	Criminology
BARTLETT, Katherine B.A. (hons.) (Simon Fraser), LL.B. (British Columbia)	Nursing	BURNETT, Dolores Joan R.N. (London, England), B.S.N. (British Columbia)	Nursing
BARTON, Jim B.A. (hons.) (Simon Fraser), LL.B. (British Columbia)	Psychology	BURNS, Mary B.A. (hons.) (Simon Fraser), LL.B. (British Columbia)	Creative Writing
BAUGH, James B.A. (hons.) (Simon Fraser), LL.B. (British Columbia)	Human Rights	BURTON, Patricia B.A. (hons.) (Simon Fraser), LL.B. (British Columbia)	Office Administration
BEAMISH, Joanne B.A. (hons.) (Simon Fraser), LL.B. (British Columbia)	Criminology	BUTLER, Betty Teaching Licence, Comm. (British Columbia)	Office Administration
BECK, Mary Lois B.A. (Simon Fraser), R.N. (Niagara Falls)	Nursing	BUTLER, Deborah B.A. (California), M.A. (British Columbia)	Basic Occupational Education
BENGE, Janice B.A. (Manitoba)	Developmental Studies	BUXTON, Bruce B.A. (California), M.A. (British Columbia)	Community Social Service Worker
BERGER, Gail B.A. (hons.) (Simon Fraser), LL.B. (British Columbia)	English	CALDWELL, Robert B.A. (hons.) (Simon Fraser), LL.B. (British Columbia)	Music
BETHUNE, Darrell B.A. (hons.) (Simon Fraser), LL.B. (British Columbia)	English	CAMPBELL, Duncan B.A. (hons.) (Simon Fraser), LL.B. (British Columbia)	Therapeutic Recreation
BISCOP, Paul B.A. (Dalhousie), M.A. (McGill), M.A., Ph.D. (Simon Fraser)	Anthropology	CARLISLE, Mary B.A. (hons.) (Simon Fraser), LL.B. (British Columbia)	Developmental Studies
BISSETT, Catherine B.S.N. (British Columbia)	Community Programmer	CARR, Anne M.A. (Simon Fraser)	Early Childhood Education
BLACK, Donald B.A. (hons.) (Simon Fraser), LL.B. (British Columbia)	Sociology	CARRUTHERS, Karen B.A. (Victoria), M.S.W. (British Columbia)	Visual Language Interpreter Training
BLACK, John M.A. (King's College, Cambridge), M.A. (Simon Fraser)	Philosophy & Humanities	CAVADAS, Angela B.A. (Victoria), M.S.W. (British Columbia)	Music
BOLLO, Priscilla B.A. (British Columbia), M.A. (California)	Modern Languages	CHAN, Adrienne B.A. (Victoria), M.S.W. (British Columbia)	Community Programmer
BOREHAM, Carey B.S.N. (British Columbia)	Psychiatric Nursing	CHARLTON, Steve B.Sc. (hons.) (Simon Fraser), LL.B. (British Columbia)	Psychology
BOWERS, James B.S.N. (British Columbia)	Geology	CHEUNG, Hilary B.Sc. (hons.) (Simon Fraser), LL.B. (British Columbia)	Developmental Studies
BOWKER, Mary Elizabeth B.S.N. (British Columbia)	Nursing	CHIN, Alan B.S. (Alberta), M.S., Ph.D. (Oregon)	Physical Education
BOWMAN, Roland B.A. (hons) (Saskatchewan), M.A., Ph.D. (British Columbia)	Nursing	CHOO, Sai B.S. (Alberta), M.S., Ph.D. (Oregon)	Nursing
		CHRISTIAN-QUAO, Percy B.A. (hons.) (Simon Fraser), LL.B. (British Columbia)	Economics
		CLARKE, Shirley B.A. (hons.) (Simon Fraser), LL.B. (British Columbia)	Psychiatric Nursing
		CLOUTHIER, Deborah B.A. (hons.) (Simon Fraser), LL.B. (British Columbia)	Home Support Worker Program
		COATES, Penny B.A. (hons.) (Simon Fraser), LL.B. (British Columbia)	Early Childhood Education
		COCKBURN, Jean B.A., M.L.S. (Alberta)	Library

COMRIE, Rod	Accounting	GIBSON, David	Geography
COOLIDGE, Robert	Computer Information Systems	GIBSON, Suzanne	Music
COOMBS-BUCCI, Marian	Psychiatric Nursing	GILANI, Syed Mumtaz Ali Shah	Mathematics
COSTELLO, Kirk	English as a Second Language	B.A. (Dyal Singh College), M.A. (Punjab)	
Dip. of Tech. (B.C.I.T.)		M.Math, M. Phil. (Waterloo)	
COUSINS, Leanna	Nursing	GILLETT, Kevin	Criminology
CRAVEIRO, Dimas	Construction Management	GOEDE, William	English as a Second Language
B.Sc. (Victoria) B.Arch. (British Columbia)		GRAY, Patty	Basic Occupational Education
CRAWFORD, Judy	Developmental Studies	GREEN, John Lawrence	Communication
CREIGHTON, Gloria	Physical Education	B.A., M.A., (British Columbia)	
B.A. (McGill)		GREENE, Gordon	Geography
CRONIN, Jane	Nursing	GREENWOOD, Marion Alice	Nursing
R.N., B.S.N. (Alberta)		R.N., B.N. (Manitoba), Cert. Adult Ed. (Red River)	
CURREY, Ingrid	Nursing	GREGSON, Linda	Early Childhood Education
CURRIE, Janet	Counselling	B.A. (Simon Fraser)	
B.A. (Queens), M.Ed. (British Columbia)		GUTHERIDGE, Molra	Developmental Studies
DAHLIN, Susanne	Criminology	HAMILTON, Robert	Stagecraft
DAMRON, John	Psychology	HAMM, Susan	Mathematics
B.A. (Calif.), M.A., Ph.D. (Simon Fraser)		B.SC., M.SC. (Simon Fraser)	
DANBERT, Kathleen	Psychiatric Nursing	HANCOCK, Mariene	Political Science
R.N., B.S.N. (British Columbia)		B.A., M.A., (Simon Fraser)	
Dip. Nurs. Ed. (Western Ontario)		HANNANT, Larry	History
DAVIS, Bev	Dental	B.A. (Calgary), M.A. (Waterloo)	
de BEER, Beth	Criminology	HARDMAN, Amanda	Communications
B.A., M.A. (Simon Fraser)		B.A. (hons), M.A. (British Columbia)	
DEFOE, Tracey	English as a Second Language	HARLOW, Robert	Creative Writing
DENT, Douglas	Business	HARNEY, Susan	Early Childhood Education
DEO, Kinder	Computer Information Systems	HARVEY, Gwyneth	Theatre
DEWAR, Christine	Theatre	L.T.C.L. (Trinity College, London), A.R.C.T. (Toronto)	
B.A. (hons), M.A. (British Columbia)		HATCH, Allison	Criminology
DMYTRIY, Roman	Construction Management	HUGO, Glen O.	Community Support Worker
Dip. T. (B.C.I.T.), B.A. (British Columbia)		Health Care Management Certificate (B.C.I.T.)	
DONALDSON, David	Marketing	Psychiatric Nursing Dip. (Essondale)	
DUNN, James	English	HAWTHORNE, Denise	Nursing
DUNN, Michael Peter	Musical Instrument Repair	HAYTHORNE, John	Construction Management
EDWARDS, Jennifer	Programmer	HESS, Steve	Criminology
B.Sc. (Donsbach)		HICKS, Elizabeth	Accounting
EDWARDS, Sheila	Nursing	C.G.A.	
B.S.N., M.S.N. (British Columbia)		HIRD, Carol	Nursing
ELLIS, James	International Education	HITCHINGS-DAVIS, Vivienne	Development Studies
B.A. (Laval), M.A. (British Columbia)		HOCHSTEIN, Sandra	Library
EMPEY, Judy	Nursing	B.A. (McGill), M.L.S. (British Columbia)	
ESTERGAARD, Douglas	Child & Youth Care Counsellor	HOLLOWAY, Stacey	Nursing
B.A. (Simon Fraser)		HOLM, Mavis	Early Childhood Education
ETHUNE, Darrell	English	HORROCKS, Christopher	Community Support Worker
ETMANSKI, Al	Community Support Worker	HOWARD, Stuart Brian	Construction Management
FAHRNKOPF, Robert	Philosophy & Humanities	B.Arch. (California Polytechnic)	
B.A. (Stanford), Ph.D. (British Columbia)		HOWAY, Karen	
FEDEWA, Patricia	Physical Education	HUANG-SUZUKI, Ruth	Music
FEDORUK, Ron	Stagecraft	HUNGLE, Leo	Business
FELKER, Lois	Nursing	HUNT, Caroline	Nursing
FLETCHER, Joy	Nursing	HUSSEY, Colleen	Therapeutic Recreation
FRICK, Tim	Physical Education	B.F.A. (Manitoba)	
B.P.E., M.Ed., Dip.Ed. (British Columbia)		HUTCHINSON, Keith	Criminology
FRIEDRICH, Rhoda	History	Dip. Crim. (Douglas College), B.Ed., M.A. (British Columbia)	
A.B. (Barnard), M.A., Ph. D. (Columbia)		IRONSIDE, Linda	English as a Second Language
FRIESEN, Leona	Long Term Care	IRVINE, Paul	Economics
GEORGE, Leonard	Psychology		

- ISSA, Maria** Biology
B.Sc. (hons) (British Columbia), Ph.D. (London)
- IZAT, Mabel** Career & Job Preparation
B.A. (Glasgow, Scotland), M.A., A.B.S. (Spokane)
- JACK, Marilyn** Nursing
B.S.N. (British Columbia)
- JAEGGLE, Maureen** Developmental Studies
- JAFFE, Michael** Computing Science
- JAJIC, Anna** Psychiatric Nursing
R.P.N., R.N.
- JANTTI, Hannele** Criminology
- JICKELS, Janice** Visual Language Interpreter Training
- JOHNSTON, Gregory** Music
B.Mus. (Calgary), M.A., Ph.D. (British Columbia)
- JONES, Leslie** Criminology
L.L.B. (British Columbia)
- JOYCE, Marcia** Developmental Studies
B.A. (Victoria)
- KAKAR, Safdar** Geology
B.Sc. (hons) (Peshawar), M.Sc. (Punjab), Ph.D. (Wales)
- KANTROWIZ, Peter** Economics
B.A., M.A. (Simon Fraser)
- KAUSHAL, Paul** Chemistry
M.Sc. (Punjab, India), Ph.D. (British Columbia)
- KELLAR, Kathy** English as a Second Language
B.Music, B.Ed., (Queens), M.Ed. (Toronto)
- KENNEDY, Lynette** General Nursing
B.Sc.N., B.A. (Windsor)
- KENNY, Linda** Developmental Studies
- KHEONG, Pamela** Nursing
B.Sc. (Alberta)
- KHOO, Andy** Computer Information Systems
- KING, Frances** Psychiatric Nursing
R.N.
- KLASSEN, Cecil** English as a Second Language
- KNOWLAN, Patrick** Business
B.A.Sc., M.B.A. (British Columbia)
- KOEHN, Julie** Prison Education
- LAKE, Ralph** Modern Languages
B.A., M.A. (Toronto)
- LANE, Bernie** Prison Education
- LANE, Susan** Psychiatric Nursing
R.N., B.S.N. (British Columbia)
- LEAVETT, Catherine** International Education
- LEE, Fiona** Nursing
B.S.N. (British Columbia)
- LEE, Vicki** Early Childhood Education
- LEITHEAD, Pam** Communications
B.A., B.Ed. (Acadia), M.Ed. (Maine)
- LEONG, Jenny** Disabled Students
B.A., M.A. (Simon Fraser)
- LEZNOFF, Glenda** Creative Writing
B.A., M.F.A. (British Columbia)
- LIEBELT, Kathleen** Psychiatric Nursing
- LOMAS, Peter** Sociology
- LOOMER, Diane M.** Music
B.A. (Gustavus Adolphus College), B.Mus. (British Columbia)
- LOUGHREY, Terry** English as a Second Language
B.A. (Leeds, U.K.), M.A. (McMaster, Hamilton, Ont.)
- MCCANN, Terence** Anthropology/Sociology
B.A. (hons) (Dunelm), B.Litt. (Oxon)
- MCCROSSAN, Wilma** Office Administration
- MCCUAIG, Fairleth** Psychiatric Nursing
- MCKENZIE, Rob** Music
- MCKENZIE, VI** Nursing
- MCLAUCHLAN, Derek** Disabled Students
Ph.D. (Alberta)
- MCLEAN, Barb** Disabled Student Services
- MACDONALD, Gary** Physical Education
- MACKEY, Maureen** Psychiatric Nursing
- MACLEAN, Brian** Criminology
- MADDALOZZO, John** Child & Youth Care Counsellor
- MAPPLEBECK, Lisa** Dental
- MARSHALL, Leslie** Economics
B.A. (York), M.A. (Simon Fraser)
- MARSHALL-SMITH, Sonda** English as a Second Language
- MARTELL, Richard** Visual Language Interpreter Training
- MARTIN, Dave** Child & Youth Care Counsellor
- MARTIN, John** Criminology
- MATAK, Kathy** Criminology
- MATIACHUK, Jo-ann** Early Childhood Education
- MATZKE, Helen** Nursing
- MAY, Helen** Early Childhood Education
- MELVILLE, Jennifer** Dental
- MENZIES, Christine** Theatre
B.Ed. (London, Eng.), M.F.A. (York)
- MEYER, June** Early Childhood Education
B.Ed., M.Ed. (British Columbia)
- MICHAELS, Geoffrey** Music
- MOHORUK, Rose** Modern Languages
B.A. (California, Riverside), M.A. (British Columbia)
- MORELLI, Julie** Early Childhood Education
- MORGAN, Anne** Early Childhood Education
- MORRISON, Ronald** Business
B.A. (British Columbia), L.L.B. (Victoria), L.L.M. (Cambridge)
- MULLER, Patricia** Early Childhood Education
- MURRAY, Keith** Marketing
- NAYLOR, Hank** Construction Management
B.A.Sc. (British Columbia), M.Sc. (Cranfield), P.Eng.
- NEWELL, Douglas** Theatre
B.F.A. (York), M.F.A. (Georgia)
- NORDMAN, Sally** Community Social Service Worker
B.A. (hons), M.S.W. (British Columbia)
- OLVER, John** Criminology
B.A. (hons) (Guelph), M.A. (Simon Fraser)
- OSBORNE, Neil** Marketing
Engineering (Royal Melbourne Inst. Tech.)
M.B.A. (British Columbia)
- OSTROVE, Clarne** Criminology
- OSTROWSKI, Paul** English
- OSZUST, Valerie** English as a Second Language
B.Ed. (Concordia), M.A. (British Columbia)

- OTTEWELL, David** Physics
B.A. (Hardin-Simmons), M.Sc. (Baylor), Ph.D. (British Columbia)
- OZEY, Lu** Basic Occupational Education
B.Ed. (Alberta), M.Ed. (Oregon)
- PARKER, Edward J.** Music
B.A. Music (British Columbia), M.A. Music (Washington)
- PATTON BERGER, Gall** English
- PEITSO, Elja** Biology
B.P.E. (British Columbia), M.Sc. (Simon Fraser)
- PENNINGTON, Mary** Early Childhood Education
- PERRY, Linda** Community Support Worker
- PERRY, Robert** English
- PETTIE, Tina** Nursing
- PETTY, Chris** Creative Writing
B.A. (Simon Fraser), M.F.A. (British Columbia)
- PICKERING, Lenore** Long Term Care
- PICKTHALL, Linda** Nursing
R.N., B.S.N. (British Columbia)
- PIERCE, Rusty** Physical Education
- PIKIOS, Christina** English as a Second Language
- PLECAS, Darryl** Criminology
B.A., M.A. (Simon Fraser)
- POLLARD, Betty** Community Social Service Worker
- POWELL, Ross** Psychology
B.A., M.A. (Simon Fraser)
- PRIDDY, Penny** Home Support Worker
R.N.
- PURVEY, Diane** History
B.A. (British Columbia)
- RAMSBOTTOM, Gene** Music
- RATCLIFFE, Marilyn** Developmental Studies
- RATHBORNE, Susan** Office Administration
- READ, Brenda** Office Administration
B.Ed. (Saskatchewan)
- REED, Nancy** Therapeutic Recreation
- REID, Elva** Early Childhood Education
B.A., M.Ed. (British Columbia), Ph.D. (Clairemont)
- REKERT, Tony** Reading & Study Skills
- RENNER, Victoria** Life Skills
- RIVET, Marie-Andree** Modern Languages
B.A., M.A. (Simon Fraser)
- ROBERTSON, Anthony** Psychology
B.A. (Victoria), M.A., Ph.D. (Carleton)
- ROBERTSON, Ederle** Psychiatric Nursing
- ROBINSON, Julie** English as a Second Language
- RODRIGUEZ, Carmen** Developmental Studies
Teacher of English (Chile)
- ROSS, Hugh** Business
B.A., B.Ed. (Saskatchewan)
- ROUSSEAU, Janine** Nursing
- ROWAN, Helen** Library
B.A. (Simon Fraser), B.L.S. (British Columbia)
- ROWE, Joyce** Accounting
- RUNDLES, Dottie** Visual Language Interpreter Training
C.S.C., R.S.W., A.R.W.
- ST. JEAN, Carol** English as a Second Language
- SAKAMOTO, Renata** Office Administration
Sec. Dip. (B.C. Vocational)
- SANDERS, Colin** Child Care Counsellor
- SAVAGE, Linda** Nursing
- SCHAFER, Joan** Office Administration
- SCHIPIZKY, Frederick** Music
B. Music (British Columbia), M. Music (Juilliard)
- SCHWARTZ, Gerald** Child and Youth Care Counsellor
- SELLENS, Sandra** Communications
B.A., M.A. (Alberta), LL.B. (British Columbia)
- SHAP, Yale** Community Support Worker
- SHIREMAN, Tim** Developmental Studies
B.A. (Washington), P.B.D. (Simon Fraser)
- SKODA, Lou** Geography
- SLEMON, Peter** Music
B.A. (Toronto), B.Sc. B.Mus. (British Columbia)
M.M.A. (McGill)
- SMULDERS, Joan** Computer Information Systems
Computer Systems Cert. (B.C.I.T.)
- SMYTHE, Susan** Geography
- SOBALL, Sheridan** Nursing
R.N., B.S.N. (British Columbia)
- SOOS, John** Psychology
M.A. (Redlands)
Ph.D. (California School of Professional Psychology)
- SPARKES, Doug** Music
- SPECHT, Judy** Music
B.Mus., M.Mus. (British Columbia), A.R.C.T.
- SPENCER, Janice** Therapeutic Recreation
- SPROULE, Valerie** Nursing
R.N., B.S.N. (British Columbia)
- STAINSBY, Martha** Developmental Studies
- STEBNER, Kim** Theatre
- STEFUK, Linda** Stagecraft
- STEINMAN, Myrna Rudick** International Education
- STILL, David** Visual Language Interpreter Training
- STODDART, Ken** Criminology
B.A., M.A. (British Columbia), Ph.D. (Calif. Santa Barbara)
- STOVEL, Toni** Nursing
B.S.N. (Victoria)
- STRATE, Sandra** Counselling
- STRONG, Gregory** English as a Second Language
B.A. (British Columbia)
- STRUTT, Michael** Music
- SWANSON, Lynn** Office Administration
- SWIFT, Sylvia** Stagecraft
- SZYMANSKA, Anna** Psychiatric Nursing
- TARR, Victor** Business/Mathematics
B.Sc. (Simon Fraser)
- THACHUK, Kimberley** Political Science
B.A., M.A. (British Columbia)
- THOMPSON, Mary** Psychiatric Nursing
B.S.N. (Marquette), M.S.N. (British Columbia)
- THOMSON, Karen** English
B.A. (hons), M.A. (Regina)
- TING, Brigid** Psychiatric Nursing
B.S.N. (British Columbia)
- TOWNSEND, Lori** Psychiatric Nursing

TYAKOFF, Sharn B.A. (Arizona), M.A. (Simon Fraser)	Political Science	WINDER, Shelia WINOGRAD, Andrea	Marketing Criminology
TYNSKI, Mary R.N., B.S.N.	Psychiatric Nursing	WONG, Nancy B.A. (hons) (Winnipeg), M.A. (Calgary), M.B.A. (York)	Office Administration
VICKERS, Mary	Biology	WOODS, Lynn	Psychiatric Nursing
VILLAREAL, Linda	English as a Second Language	WRIGHT, Judith	Geography
VILLENEUVE, Bernard	Business	WUHRER, H.E.W. (Fred)	Computer Information Systems
WAINMAN, Newton B.Sc., M.Sc. (Simon Fraser)	Developmental Studies	C.D.P., C.M.C. (Institute of Management Consultants of B.C.)	Stagecraft
WARBURTON, Frank	Business	YELLENIK, Greg B.E.S. (Waterloo)	Psychiatric Nursing
WATSON, Karen	Nursing	ZAISER, Dale Psych. Nurs. Dip. (Manitoba)	
WEST, David B.A. (hons) (British Columbia), M.A. (New Brunswick)	Communications	B.M.H.C. (Manitoba), B.G.S. (Manitoba)	
WESTCOTT, Andrea M.A. (Queen's), Ph.D. (Toronto)	English	ZALESCHUK, Elizabeth C.G.A.	Accounting
WESTWOOD, Ann	Psychiatric Nursing	ZIEROTH, Dale B.A. (Manitoba), M.A. (Simon Fraser)	Creative Writing/Event
WILKES, Elizabeth	Dental	ZOELLMER, Helen	Modern Languages
WILLIAMS, Brenda	Nursing		

Regular Staff

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ASSAF, Marilyn	Public Information Office	DOUGLAS, Neil E.	Facilities Services
ATTWOOD, Marilyn	Publicity	DRIVER, Arnold A.	Printing
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BARBER, Brad	Publicity	EVANS, Maureen	Learning Resources
BASARABA, Jan	Office of the Registrar	EXMANN, Marian L.	Personnel
BERG, Frances R.	Facilities Services	FARRELL, Shirley L.P.N.	Nursing
BIRD, Patricia A.	Office of the Registrar	FENTON, Anne	Accounting
BROWN, Ingeborg	Arts & Humanities	FERGUSON, Georgina E.	Ed & Student Services
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CAMPBELL, Heather Associate in Arts (Douglas College)	Learning Resources	FOSTI, Linda J.	Learning Resources
CAVAZZI, Adriana B.Comm. (British Columbia)	Personnel	FOURNIER, Ron	Facilities Services
CHOMA, Michele P.D.P., B.G.S. (Simon Fraser)	Science & Mathematics	GARA, Jan	International Education
CLARKE, Helen M.	Learning Resources	GILBERTSON, Helen	Community Programs and Services
CLARKE, L. Bruce	Learning Resources	GORDON, Robert	Facilities Services
CLOGG, James R. B.Sc. (British Columbia), Dip. Tech. (B.C.I.T.)	Science & Mathematics	GOSHULAK, Glenn	Arts & Humanities
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CONDON, Vicki	Office of the Registrar	HAMRE, Connie	Ed. & Student Services
COTTER, Lorraine	Ed. & Student Services	HARTNEY, Sandra	Accounting
CRAWFORD, Wilma	Maple Ridge	HARVEY, Evelyn	Student Services
CROWLEY, Debra	Office of the Registrar	HAZELWOOD, Shari	Learning Resources
CURRIE, Charlotte B.A. (British Columbia), Dip. Lib. Tech. (V.C.C.)	Learning Resources	HIRTLE, Robert	Science & Mathematics
DALCANALE, David	Student Services	HOLDER, Marie	Applied Programs Division
DASOVIC, Cheryl	Office of the Registrar	HOWARD, Jeffrey D.A.	Ed. & Student Services
DAVIES, Devona A.	Purchasing	HOWEY, Marlene T.	Maple Ridge
		HUCUL, Renate	Facilities Services
		HUNTER, Joyce	Student Services
		HURST, Lance	Facilities Services
		JACK, Brenda	Community Programs & Services
		JAMES, R. Glen	Learning Resources
		JENKINS, Ann	Social Services & Allied Health
		Certificiate, Mental Retardation Program	

JOHNSON, Lori	Ed. & Student Services	PERRET, Tina	Health Sciences
JOYCE, Jean	Science and Mathematics	PERRIN, Debbie	Office of the Registrar
B.A. (McGill)		PIPER, Wayne	Printing
KARLEEN, Darryl	Systems & Computing	POPOWITZ, Rosemary	I.M.S.
KEENLYSIDE, Wendy	Learning Resources	RAI, Kathy G.	Office of the Registrar
B.A. (British Columbia)		REED, Carol	Academic Division
KELLY, Jack V.	Facilities Services	RISTOCK, Cory	Science & Mathematics
KENKEL, Theresa M.	Learning Resources	ROMANO, Colleen	Social Sciences
KRESCHUK, Doreen	Facilities Services	ROY, Evelyn	Community Programs and Services
KUMMERFIELD, Gloria	Purchasing	RUNNALS, Paul	Arts & Humanities
LABERGE, Claudette	International Education	ST. DENIS, Pamela	Learning Resources
LANDRY, Lise	Social Services & Allied Health	SAKAKI, Susan	Ed. & Student Services
LARSON, Judith A.	Community Programs and Services	SALE, Stephen H.	Facilities Services
LENSEN, Alexis	Ed. & Student Services	Associate in Arts (Douglas College)	
LEWIS, Patricia	Ed. & Student Services	SCHMIDT, Susan	Learning Resources
LEYLAND, Carol A.	Ed. & Student Services	SEKHON, Barbara S.	English and Communications
LINO-MARIN, Marie	Ed. & Student Services	SMITH, Karen	Accounting
LOT, Jeanne	Health Sciences	SOVA, Dagmar	Social Services & Allied Health
LOTT, Margo	Bookstore	B.A. (British Columbia)	
LYNCH, Valerie	Accounting	STIELER, Linda	Ed. & Student Services
MACLEOD, Maureen	Accounting	STIMSON, Donna	Learning Resources
MCARTHUR, Leslie	Commerce & Business	STUART, Cory	Learning Resources
MCDONALD, Jean	Health Sciences	TAYLOR, Paul B.	Science & Mathematics
MCGUIRE, Jacky	Math & Science	TERADA, Evelyn	Community Programs & Services
MAH, Lisa	Health Sciences	TOMPSON, Diane	Accounting
MAHOOD, Carmen	Office of the Registrar	TICKNOR, Jacqueline	Learning Resources
MAKEY, Dawn	Facilities Services	TOENDERS, Rose	Learning Resources
MEYERS, Jan	Learning Resources	TURNER, Karen L.	Office of the Registrar
MICHNO, Elizabeth	Social Sciences	Associate in Arts (Douglas College)	
MITCHELL, Phyllis	Community Resource Development Office	Cert. Basic Office Training	
MOORCROFT, Mary E.	Office of the Registrar	VINCENT, Susan	Bookstore
MOORE, Colin	Bookstore	WAIDSON, Wendy	Social Services & Allied Health
MOSTERT, Yvonne M.	Ed. & Student Services	WALKER, Sherry	Maple Ridge
MUNTEANU, Nina	Science & Mathematics	WALLDEN, Kathleen	Social Services & Allied Health
MURRAY, Judy	Ed. & Student Services	WALSH, Mark	Institutional Research & Development
NEILSON, David R.	Social Sciences	WATT, Wendy A.	Ed. & Student Services
B.A. P.D.P. (Simon Fraser)		WATTS, Janice	Community Programs & Services
NELSON, Carole A.	Systems & Computing	WEBB, Jo-Anne	Learning Resources
B.Sc. (Alberta)		WILSON, Elizabeth	Ed. & Student Services
NONIEWICZ, Willda	Facilities Services	WILSON, Lynne	Community Programs and Services
NUCHO, Eleanore	Learning Resources	WING, Myrna	Office of the Registrar
OFFEN, Barbara L.	Community Programs and Services	YIP, Melanie	International Education
OSHIRA, Melody	Ed. & Student Services	YU, Amy	Publicity
PALMER, Helen L.	Science & Mathematics	ZUCHT, Margaret	Community Programs and Services
PARSONS, Katy	Institutional Research & Development		

Advisory Committee Members - 1990

Administrative Management

Richard Baker Ray Longley
Sid Truer Jim Hill
Elizabeth Murray

Basic Occupational Education

Linda Delparte Victor Pothier
Pat Mettrick Roberta Kennedy
Bob Logelin Karen Graves
Diana Keith Keith Henderson
Wayne Avery Sharon Storey
Bill Fitzpatrick Rick Lister
Wendy Keenlyside Bobbie Boehm
Pat Tovell Beverly Miller
Patti Gray

Child and Youth Care Counsellor

Charni Dhaliwal Joe Perez
Ged Schwartz Gjerlief Mortensen
Martin Harris Laurie Birdsall
Lee Nicholas Beverley Taylor
Bill Walters Lawrence Demoskoff
Jim McLaughlin Penny Parry
Beverley Miller Dave Burgess
Gary Tennant Eugene Hrushowky

Community Social Service Worker

Andrienne Montani Shelagh Nebocat
Donna Armistead Alan Goard
Al Boyd Eleanor Summer
Beverley Miller Tom Schramm
Kathy Kennedy Sarah Kruezkamp
Jackie Yurick Mike Turanski
Maggie Burwash

Community Support Worker

Tara Bowie Randy Graham
Susan Powell Jacinta Eni
Kim Barron George Brady
Janet Robbins Laney Bryenton
Jean Bennett Derek Nanson
Lyn Hagglund Chris Stagg

Computer Information Systems

John Coulthard Wes Henderston
Chris Capadouca Grant Gisel
Peter Durant Tony McBride
Jim Grey Joanne Coghlan

Construction Management

Allan Bennett Dolphe Hoffman
Don Vandervoort Chuck Burnett

Consumer and Job Preparation for Adults with Mental Handicaps

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Jeanette Cox Janice Griffiths
Chris Jenkins Maureen Kornitsky
Ann Collins Mikkie Frech
Diane Heuttl Danette Kugler
Doug MacDonald Vic Pothier
Lori Meston Julie Brassington

Dental Auxillary

Mary Banford Terry Coward
Kathy-Lynn Parks Bill Sherry
Roy Thordarson Riny Van Montfoort
Leona Hurrell Allan Pon
Sheila Stuart Yvonne Van Haldren

Early Childhood Education

Trudy Norton/Ali Prins
Penny Coates Laura Frederickson
Goomtie Raghoobarsigh
Cathy Gibson Judy Anderson
Janet Fisher Rhoda Waddington
Gary Tennant Jean Brown
Roylene Hicks

Home Support Worker

Lynn Thomas Eleanor Vaines
Margaret Radi Janet Rogers
Roger Turner Trudy Bain
Shirley Gust Judith Ray
Ron Watson/Laurie Woods
Kay Mazur Judy Kelly
Vicky Attwood Dorothy Kitching
Brenda Barfoot Beverley Miller
Betty Emery Penny Priddy
Pamela Kheong Deborah Cloutier
Noni Schmid Adrienne Chan

General Nursing

Ann Davidson Darlene Ellchuk
Barbara Greenlaw Joy Holmwood
Kelly Ibbott Kathy Kinloch
Joanne Konnert Alice Maddeson
John McKendry Dale Walker
Ann Wyness

Long Term Care Aide

Ann Amos Alice Choi
Gloria Hunter Betty Lauridsen
Dawn E. McDonald
Joan Williams Bryan Young

Psychiatric Nursing

Valerie Davies Betty Dewitte
Patricia Gilchrist Ann Green
Donna Higenbottom William Holt
Morris Irwin Kathy McIndoe
Joe Taylor Jo-Anne Terrio

Office Administration

Alexandra Bradley Tony Ross
Dr. Shirley Wong Catherine Belyk
Joni Enarson Muriel Thomas
Penny Harvey Pat Aspinall
Warren Wong

Therapeutic Recreation Technician

Angela Dawson Bruce Devereux
Lucie Hanson Mike Murray
Greg Kalynuik Lana Gowler
Jan Vetter Lynn Cook

Visual Language Interpreter Training

Lynn Siddaway Sharon Lyle
Susan Masters Debbie Ferguson
Doug Lambert Karen Malcolm
Rita Chudnovsky Henry Minto

Disabled Student Services

Lynn Will Richard Marion
Judy Crawford Gladys Loewen
Cathy Bissett Derek McLaughlan
Bobbie Boehm Maria Jaquinta
Maureen Kornitsky Julie Brassington
Ann Collins Patti Gray
Vic Pothier Helen Konrad
Susan Ashcroft Linda Samosinski
Patricia Mettrick

Career and Job Preparation for Adults with Hearing Impairments

John Anderson Julie Brassington
Jill Gift Lynn Siddaway
Helen Konrad Mia Gordon
Rose Magnusson Helen Chan
Joan Stuart Gladys Loewen

Career and Job Preparation for Adults with Emotional Disabilities

Julie Brassington Val Fawks
Linda Samosinski Vic Pothier
Barbara Lock Gladys Loewen
Mia Gordon Freddie Steel



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